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ABSTRACT

A project was conducted to create a model for articulation with emphasis on student needs in high-technology vocational programs at Spokane Area Vocational Skills Center (SAVSC) that are common to programs at Spokane Falls Community College (SFCC). Since there are students who will transfer from the SAVSC to SFCC in the programs of broadcasting, commercial art, and graphics, a need exists to provide an articulated program that will produce highly qualified people in as short a time as possible. During the project, a consultant conducted meetings with staff members of both institutions. Instructors from the two schools exchanged visits during class hours to observe facilities and equipment, and faculty meetings were conducted to review curriculum at both schools. There was agreement that if competency-based units of instruction were used at both schools, the process of articulation would be more valid, immediate, and complete. Also proposed was an agreement to record grades of B or better from selected Spokane Area Vocational Skills Center classes on the student transcripts at SFCC. At present, the SAVSC graphic program and the visual media program at SFCC have begun a competency-based instructional approach, and it is recommended that the approach be continued. Further study may enhance the possibility of credit awards at SFCC for excellent work done at the SAVSC in graphics, commercial art, and broadcasting. (KC)

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# ARTICULATION-PHASE ONE-SPOKANE AREA VOCATIONAL SKILLS CENTER AND SPOKANE FALLS COMMUNITY COLLEGE-DEVELOPMENT OF A MODEL

FINAL REPORT

Project No. 84-ASD(158)NB

Research Development Project
Conduct Under Public Law 94-482

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
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December 20, 1984

RESEARCH COORDINATING UNIT
Washington State Commission for Vocational Education

FINAL REPORT

Project No. 84-ASD(158)NB

# Articulation - Phase One - Spokane Area Vocational Skills Center and Spokane Falls Community College - Development of a Model

Research Project in Vocational Education
Conducted Under
Public Law 94-482

The project reported herein was performed pursuant to a grant from the Research Coordinating Unit of the Washington State Commission for Vocational Education. Contractors undertaking such projects under the Commission for Vocational Education sponsorship are encouraged to express freely their professional judgment in the conduct of the project. Points of view or opinions stated do not, therefore, necessarily represent official Commission for Vocational Education position or policy.

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December 20, 1984

Project #84-ASD(158)NB - Articulation - Phase One - Spokane Area Vocational Skills Center and Spokane Falls Community College - Development of a Model
Dr. Edwin K. Hill

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84-ASD(158)NB
Summary of the Report
January 2, 1984 - October 31, 1984

## Objectives

To create a model for Articulation with emphasis on student needs in high technology vocational programs at Spokane Area Vocational Skills Center (SAVSC) that are common to programs at Spokane Falls Community College (SFCC).

Since there are students who will transfer from the SAVSC to SFCC in the programs of Broadcasting, Commercial Art and Graphics, a need exists to provide an articulated program which will produce highly qualified people in as short time as possible.

## Summary of Activities

A consultant, contracted in January of 1984, conducted meetings with staff of the SAVSC at SFCC. These meetings involved the vocational administrators at the SAVSC, and the vocational director and vocational department supervisors at SFCC. Joint meetings were held with various combinations of supervisory personnel and various instructional department faculty.

Instructors of specific programs from the SAVSC and SFCC exchanged visits in related programs at the two schools during class hours to observe facilities and equipment. Additional faculty meetings were conducted to review curriculum at both schools.

A joint meeting was held near the end of the project with all SFCC administrators and the vocational coordinator for the SAVSC to review the progress.

The consultant secured information from other skill centers and community colleges around the state of Washington through correspondence and visitation.

## Summary of Results; Accomplishments

Initial meetings of administration of both schools focused on the problems and purpose of the Articulation grant. Programs at the college were reviewed and the common programs taught at the Vocational Skills Center were presented. It was agreed that teachers would be encouraged to get together for the purpose of comparing curriculum and for in-depth discussions.

Meetings with college instructors and the administrator from Radio Broadcasting, TV Production and Visual Media as a separate group allowed opportunity to explore ideas about articulation from the SFCC instructors

point of view.

At a later session, faculty members and department supervisor of the Advertising Art department participated in a similar review that established goals and objectives of articulation for that program.

Meetings were then scheduled between SFCC Visual Media faculty and instructors in Graphics from the SAVSC. Additional meetings were conducted with SFCC Advertising Art faculty and the SAVSC instructor in Commercial Art at each location. Exchange visits also occurred between the SAVSC Broadcasting instructor and faculty from SFCC Radio and TV programs.

Concepts were identified for consideration but no precise method of implementation was yet determined. Considerations were as follows:

(a) SAVSC student credit should be recorded on a certificate/transcript following successful program accomplishment at SFCC.
(b) Skills Center training records should be combined with resumes at the latter point in SFCC work.
(c) Award students with good SAVSC grades, credit for one or more electives from SFCC.
(d) Share information as well as curriculum materials.
(e) Pre-registration at an early date to ensure students the opportunity to enroll in SFCC classes.
(f) Consider additional competency-based units of instruction.
(g) Consider a course covering orientation to specific programs at SFCC which would transfer credit for Skills Center students.
(h) Present graduating SFCC student portfolios to the SAVSC classes.
(i) Consider offering special introductory courses for SAVSC graduates prior to enrollment at the college.

SFCC Administrators met with Jim Hensley, Assistant Director of SAVSC to review the progress of the articulation grant and to cooperate in the development of program agreements. A paper **"Memorandum of Intent for Program Articulation between the Spokane Area Vocational Skills Center and Washington Community College District 17"** (See Appendix Exhibit A) was presented.

An agreement was proposed "To record grades of B or better from selected Spokane Area Vocational Skills Center classes on the SFCC transcript after the student has successfully completed 10 or more credits in a related vocational program at SFCC."

College administrators encouraged additional work with similar program faculty, to develop additional competency-based units of instruction. Individual competencies were identified as the common unit for recognition of articulation opportunities.

Visits to various Vocational Skills Centers in Washington were arranged between Mr. Jay Wood, Administrator, Superintendent of Public Instruction Office, and the project consultant.

At the Occupational Skills Center in South Seattle encompassing the Federal Way, Highline and South Seattle area, a review of placement of students and the relationship with various community colleges and vocational technical institutes was discussed. While some articulation was being accomplished, plans call for more to start in the near future. Competency-based methods were important to the success of this plan.

Yakima Valley Vocational Skills Center is located adjacent to Yakima Valley College so their problems of articulation may be somewhat unique as compared to other examples visited. Students in welding classes can be given advanced standing when evaluated by community college instructional staff. The challenge method is being considered in other areas. Competency-based instructional methods by both the skills center and the community college system were seen as helpful to the articulation process.

The Tri-City Area Vocational Center is a relatively new school. Competency-based instruction was mentioned here also as the key factor for better articulation with community colleges. Instructors at the Center have been involved with Columbia Basin College on a curriculum writing project which may identify more common areas. No formal agreements exist between the Tri-City Vocational Center and Columbia Basin College.

Spokane Community College and the Spokane Area Vocational Skills Center articulate several specific programs and have definite written agreement (See Appendix Exhibit C). The beginning of this skill center was in Spokane Community College facilities which permitted a high degree of articulation from the start.

**Major Conclusions**

Meetings held during the school year between the SAVSC faculty and SFCC program faculty and staff produced a good interchange. A review of what each staff member is doing in a particular program to meet community and student needs was presented. The teachers were able to compare curriculum in general and to share ideas about instruction. Teachers were interested in sharing instructional materials. Skills Center teachers had an opportunity to examine the competency-based instructional materials being developed at SFCC for Visual Media.

There was agreement that if competency-based units of instruction were used at both schools, the process of articulation would be more valid, immediate and complete.

Instructors at the Spokane Area Vocational Skills Center have expressed appreciation and recognize beneficial results from the various meetings and work sessions conducted. Agreement between the schools for each

program, which provide specific proficiency levels leading to articulation are desirable to encourage SAVSC graduates to enter SFCC.

Enrollment of SAVSC graduates in SFCC programs was monitored Fall quarter 1984. This was the first time this data had been collected and the analysis will be possible in future quarters/years. Similar data should be collected in the future.

Pre-registration to ensure SAVSC students opportunity to enroll in SFCC classes will be addressed by Student Services at District level.

An agreement to record grades of B or better from selected Spokane Area Vocational Skills Center classes on the student transcripts at SFCC would prove to be a valuable record when students decide to select further educational program.

**Recommendations**

The SAVSC Graphic program and the Visual Media program at SFCC have a competency-based instructional approach started. It is highly recommended that the two programs be encouraged to jointly pursue a detailed study of competency instruction in the combined area so that students moving through the program can be evaluated for commonality of specific proficiency levels. This application of the research done in this study is a desirable second phase of articulation activity.

Commercial Art students at the SAVSC will continue to benefit from graduating college students presentation of portfolios to the SAVSC class and visits scheduled for students between the two schools.

Further study may enhance the possibility of credit awards at SFCC for excellent work done at the SAVSC in Graphics, Commercial Art and Broadcasting.

**Problem Area**

Project #84-ASD(158)NB gave SFCC an opportunity to develop an articulation model between high technology programs at SAVSC and related programs at SFCC.

Students transfer from SAVSC to SFCC in the programs of Broadcasting, Commerical Art and Graphics. The need existed to provide an articulation process which would produce qualified people in as short a time as possible from these programs.

Michigan Department of Education: **"CBE Articulation Project"** Fact Sheet February 1975 Articulation : Definition:

> **"...the total effort of educational groups and individuals to discover, establish and continually improve relationships between policies, plans, procedures, programs and people."**

This definition seemed to describe the thrusts and objectives for articulation between SAVSC and SFCC. Administrators are responsible for defining institutional objectives and removing barriers to articulation. Teachers are responsible for developing a curriculum which will allow students to pursue occupational goals up a career ladder with minimum redundance in learning experiences, and without excessive time or costs.

A memorandum of intent for program articulation between the SAVSC and Washington Community College District #17 was established effective February 1983. The intent is that the SAVSC and The Community Colleges of Spokane will continue to cooperate in the development of additional program agreements, to the end that all vocational programs at the SAVSC will transfer to related programs at the community colleges. (See Appendix Exhibit A).

A computerized ERIC search was requested but with no significant results. Mark E. Miller, Ed. D., Supervisor, Vocational Education for District 81, indicated that probably very little work had been done in the state of Washington. Ruth Abendroth, Ph. D., Director, SAVSC, did not know of literature on the subject but did express much interest in the subject and offered complete cooperation.

## Objectives

To create a model for articulation with emphasis on student needs in high technology vocational programs at SAVSC that are common to programs at SFCC.

Since there are students who will transfer from SAVSC to SFCC in the programs of Broadcasting, Commercial Art and Graphics, a need exists to provide articulated programs which will produce highly qualified people in as short a time as possible.

## Sub-Objectives

1. To examine how the articulation process works at other skills centers and community college within the State of Washington.
2. To create opportunities for staff members of each institution to visit the classes at the other institution.
3. To review the curriculum, facilities, and equipment at each institution to determine course content.
4. To investigate ways for review of what each staff is doing in a particular program to meet community and student needs.
5. To develop a means of sharing task lists, equipment, learning experiences, and explore alternative methods of instruction.
6. To facilitate the acceptance of high technology innovation in the articulation process.
7. To provide an opportunity for advanced community college students to volunteer as instructor aides at the SAVSC.
8. To develop program advisory committees that are compatible.

## Project Design and Procedures

A consultant, contracted in January of 1984, conducted meetings with staff of the SAVSC and SFCC. These meetings involved the vocational administrator at SAVSC, and the vocational director and vocational department supervisors at SFCC. Cooperation between and within vocational education programs was an important contribution to an effective study and to the proper identification of the problems and purposes of the articulation grant.

Meetings with instructors from SAVSC and SFCC were scheduled to allow individual program study.

The Advertising Art department at SFCC had five instructors and the division dean meeting with the SAVSC instructor in Commercial Art and the assistant director. A review of goals and objectives of the articulation grant as well as discussion of how and what was being taught at each institution was presented. Instructors were able to investigate student work, physical facilities and exchange curriculum materials.

The Broadcasting teacher from SAVSC took his class for a tour of the facilities and classes in Radio Broadcasting and T.V. Production at SFCC. At a later date the SFCC faculty in Radio and T.V. went to see the facilities at SAVSC. The combined staffs had an opportunity to review the instructional program and to spend considerable time discussing the curriculum at the SAVSC.

Community college instructors were reportedly impressed with instructional materials and facilities being used. The SAVSC Graphic instructor indicated her visits to SFCC were informative. Interest in competency-based instructional material being developed for Visual Media at SFCC seemed to be the vehicle which could eventually resolve the question **"how can we measure the SAVSC student's competencies which will equate to the SFCC Graphics program?".**

Arrangements were made with Mr. Jay Wood, Administrator, Superintendent of Public Instruction Office, Olympia, WA for the consultant to visit selected area vocational skills centers within the state of Washington. The three area vocational skills center selected were the Occupation Skills Center, South Seattle; Yakima Valley Vocational Skills Center, Yakima and the Tri-City Area Vocational Center, Kennewick.

Program advisory committee lists were examined and compared. The process of articulation was discussed with a member of the advisory committee common to both institutions. Mr. Ray Lawton, Owner, Lawton Printing, Inc. Spokane, WA expressed belief that it was in the best interests of students that they be given credit for knowledge already obtained before reaching college level. (Appendix Exhibit D).

## Results and Accomplishments

The various meetings of administration of SFCC and SAVSC focused on the problems and purpose of articulation. Programs at the college were reviewed and contrasted with similar programs taught at the SAVSC. It

was agreed that teachers would be encouraged to work together to compare curriculum.

SFCC administrators met with the assistant director of SAVSC to review a paper **"Memorandum of Intent for Program Articulation between the Spokane Area Vocational Skills Center and Washington Community College District 17".** (See Appendix Exhibit A). The SFCC administrators endorsed the goal **"To record grades of B or better from selected programs at SAVSC on the SFCC transcript after the student has successfully completed 10 or more credits in related vocational programs at SFCC."** (See Appendix Exhibit B).

College administrators encouraged additional work on the part of joint faculty to develop additional competency-based units of instruction. Individual competencies were identified as the common unit of recognition for articulation and opportunities for transfer of credit in vocational programs.

Since each program area seemed to have different problems to be considered, a somewhat different approach evolved during meetings. The Advertising Art department, SFCC and the Commercial Art department, SAVSC explored such topics as:

(a) A course covering Art orientation might be considered.
(b) Combine SAVSC training with SFCC resumes at the latter part of SFCC work.
(c) Award students with top SAVSC grades credit for one or more electives from SFCC degree requirements.
(d) Involve SAVSC instructor and his students with college class activities.
(e) Arrange for graduating SFCC Advertising Art students to present portfolios to the SAVSC class.
(f) Encourage more student visits between the two schools and to commercial studios.
(g) Consider offering special introductory course for SAVSC graduates before regular college enrollment.
(h) Study in more detail, the possibility of SAVSC credit for SFCC Art 101.
(i) Record SAVSC graduation on a certificate of completion at SFCC.

The exchange visits between SAVSC Broadcasting class and teacher with the programs of Radio Broadcasting and T.V. Production at SFCC provided an opportunity to observe the instructional process and facilities. Considerable time was spent comparing curriculum. It seemed appropriate and necessary to have overlap of course work but no units were directly transferable. The SAVSC program was determined to be of substantial value to the student when transferring to SFCC but because units of instruction were considered pre-vocational they should not be transferred for credit at this time.

Meetings scheduled between faculty from SFCC Visual Media and the instructor in Graphics from SAVSC proved to be of considerable value. Community College instructors said they were impressed with some of the instructional materials being used and the physical facilities at the SAVSC. Teachers were able to compare curriculum in general and to share ideas about instruction.

Details of the competency-based vocational education units being developed at SFCC were reviewed. Instructional personnel at both institutions have expressed interest in competency-based vocational education. There seemed to be agreement that if competency-based units were available, the process of articulation would have a more valid meaning. It was agreed that more coordination on competency-based instruction should be considered. With some curriculum adjustment, students should be able to progress at a more even pace through the community college program after completing SAVSC Graphics program.

Visits to various Vocational Skills Center in Washington were arranged Spring 1984 between Mr. Jay Wood, Administrator, Superintendent of Public Instruction Office, and the project consultant.

The Acting Director of the Occupation Skills Center in South Seattle, encompassing the Federal Way, Highline and South Seattle area, reviewed with the consultant the placement of students and the relationship of that institution with various community colleges and vocational technical institutes.

A better relationship between the various instructional centers in that area of the state is in development. Plans call for articulation to be implemented soon. Common concerns expressed were:

a. Need to identify common areas of instruction.
b. Advanced placement of capable students.
c. Waive introductory courses.
d. Avoid the repeat of like course material.
e. Identify competencies which are common.
f. Prepare common sequential instructional programs.

A plan is developing for community college faculty to visit the Skills Center at Yakima Valley Vocational Skills Center. The director indicated that since the skills center is located adjacent to Yakima Valley College, their problems of articulation may be somewhat less than at other locations. The director hopes for improved articulation in the near future.

Students coming from Yakima Valley Vocation Skills Center welding classes can be placed in Yakima Valley College classes with advanced standing when they are evaluated by the Yakima Valley College instructional staff. The course challenge method is also being considered in other program areas. Computer classes have a common instructional staff, so these classes are less of a problem to articulate.

The director suggested that students should not be required to repeat the skills they have already accomplished. He favored a competency-based instructional method for both the skills center and the community college system. Some students are "job ready" when they complete study at the skills center.

The Tri-City Area Vocational Center is a relatively new school. The Assistant Director commented that competency-based instruction would be the key to better articulation with community colleges. She mentioned that courses taught for the skills center by the instructional staff at Columbia Basin College have fewer problems than other courses when students transfer.

Instructors from the skills center have joined with Columbia Basin College staff on a curriculum writing project. Common needs and curriculum may be identified as a result of this project.

No formal articulation agreements exist between the above skills centers as of Spring of 1984. A need was expressed for more and better articulation between skill centers and all state community colleges.

Program articulation is in place between SAVSC and Spokane Community College and several programs have specific agreements. (See Appendix Exhibit C).

**Evaluation**

SFCC program administrators met with the SAVSC Assistant Director several times during the project to evaluate progress of articulation between the staff of the various programs. Late in the project, all SFCC administrators met with the SAVSC Assistant Director to discuss and affirm the memorandum of Intent for Program Articulation between the SAVSC and Washington Community College District 17 (Appendix Exhibit A). A proposal was accepted by the SFCC administration **"to record grades of B or better from selected Spokane Area Vocational Skills Center classes on the SFCC transcript after the student has successfully completed 10 or more credits in a related vocational program at SFCC".** (Appendix Exhibit B).

Evaluation statements from the SAVSC are as follows:

Graphics Instructor: **"I feel that the beginnings of some solid agreements were reached as a result of this grant, but, the power to grant credit to students from the Skills Center Graphics program lays in the hands of the administration of SFCC.**
**This summer I worked on putting together a competency listing that would reflect the objectives covered in this program in order that the SFCC instructors could evaluate students coming into the program for specific proficiency levels.**
**The final outcome of our meeting resulted in agreement that students, able to demonstrate proficiency in specific areas, would have classes or course work waived or be placed in advanced standings within the existing programs. The SFCC staff work on competency crediting will make this**

transition easier I feel."

Commercial Art Instructor: "Articulation with instructors at SFCC has been very beneficial to the Commercial Art program at the skills center. It provides us with a direction in which we can advise those students who choose to continue with college training.
It provides us with a comparison with which we can help our students form their attitudes towards professionalism."

Broadcasting Instructor: "I appreciated the chance to meet with the instructors of SFCC's radio and television programs. I know hard work was involved in just finding a time we could all talk. The meeting was one of the most positive to date and we all got to know a little about each others programs. I am looking forward to finalizing the articulation at a future date between the Skills Center and SFCC. Thanks again for the opportunity."

No evaluation has been attempted from the various visits to Skills Centers in the State of Washington. The comments in the body of the report are mentioned in the conclusions and implications.

The project was evaluated by the State Vocational Directors at a meeting near the end of the year. Similar articulation activity around the state was presented in panel form with opportunity for questions. The vocational directors reaffirmed the need to work on articulation between K-12 and community college programs and also 4 year college programs. This is held as a priority item and the exchange of informtion on the topic was encouraged. The establishment of competency-based curriculum was emphasized as a way to facilitate articulation.

## Conclusions

Instructors at the SAVSC have expressed appreciation and do recognize beneficial results from the various meeting and work sessions conducted during the project. Meetings held during the school year produced a valuable interchange between SAVSC faculty and SFCC program faculty and staff. The teachers were able to compare curriculum in general and to share ideas about instruction. Teachers in some programs arranged for sharing of instructional materials. Skills Center teachers had an opportunity to examine the competency-based instructional materials being developed at SFCC for Visual Media.

There was agreement that if competency-based units of instruction were used at both schools, the process of articulation would be more valid, immediate and complete. It is recommended that arrangements be made for the SAVSC instructional staff to work closely with SFCC faculty to develop competency-based modules in those programs where students will benefit.

Arrangements should be made for SAVSC graduates to pre-register for SFCC classes and a process to monitor the students progress while

attending classes at the college should be established. It will be important to the SAVSC students enrolled at the college to follow through with the agreement to record prior SAVSC grades on student college transcripts.

It is important to realize that vocational education, as described by the Superintendent of Public Instruction Office, has a major goal to provide students with a saleable skill for immediate employment upon exit from school. More than 64% of Washington State's high school seniors do not enroll in a college or university when they leave high school. Vocational education programs exist in the majority of the state's school districts either through regular high schools or in one of the specialized skills centers.

Most major school districts provide vocational education in conjunction with regular academic studies. The purpose is to prepare students to enter the job market with a saleable skill upon graduation from high school.

The purpose of vocational education at the skills centers is the same as that of the vocation education in regular high schools. Skills centers are found in those areas of the state where several school districts have formed one central vocational training center to serve students.

Articulation efforts between K-12 and community colleges must recognize these factors and allow for a high percent of terminal vocational education at the K-12 level.

**Project Disseminat on**

This report will be submitted to the Research Coordinating Unit of the Washington State Commission for Vocational Education. It is encouraged that it be considered for inclusion in the Northwest Vocational Curriculum Management Center.

Copies will be distributed to all participants of the study and additional copies will be available upon request from other schools and colleges.

## APPENDIX

**Exhibit A:**

Memorandum of Intent
Spokane Area Vocational Skills Center and Washington Community College District 17

**Exhibit B:**

Agreement
Spokane Falls Community College and Spokane Area Vocational Skills Center - Grades on Transcript

**Exhibit C:**

Examples of Written Agreements
Spokane Area Vocational Skills Center and Spokane Community College

**Exhibit D:**

Letter from common member of Program Advisory Committees

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OCT 08 1984
VOCATIONAL DIRECTOR

# MEMORANDUM OF INTENT FOR PROGRAM ARTICULATION BETWEEN THE SPOKANE AREA VOCATIONAL SKILLS CENTER AND WASHINGTON COMMUNITY COLLEGE DISTRICT 17

This memorandum of intent is designed to reflect the mutual intention and purpose of the Spokane Area Vocational Skills Center and Spokane Community College/Spokane Falls Community College to articulate and coordinate related vocational programs provided by each institution. In order to facilitate Skills Center students entering Spokane Community College/Spokane Falls Community College with advanced standing, articulation agreements will be entered into based on criterion measures jointly developed and agreed upon by faculty and approved by appropriate administrative representatives of each institution.

It is further intended that the Spokane Area Vocational Skills Center and Spokane Community College/Spokane Falls Community College will continue to cooperate in the development of additional program agreements, to the end that all vocational programs at the Skills Center will transfer to related programs provided at Spokane Community College/Spokane Falls Community College.

A review for program by program articulation is intended to be ongoing. Each institution will continually update criterion measures as appropriate.

Either the Spokane Area Vocational Skills Center or Washington Community College District 17 may terminate further performance under Agreement at any time by notifying the other party in writing at least one academic year in advance of the effective date of termination specified in such notice.

Dr. C. Nelson Grote, President
Washington Comm. College Dist. 17

Dr. Ramon F. LaGrandeur, President
Spokane Community College

Phyllis E. Everest, Acting President
Spokane Falls Community College

Dr. Ruth Abendroth, Director
Spokane Area Vocational Skills Center

Feb 1 1983

## EXHIBIT B

**Articulation Between Spokane Falls Community College and The Spokane Area Vocational Skills Center**

**OBJECTIVE:**

To record grades of B or better from selected Spokane Area Vocational Skills Center classes on SFCC transcripts after the student has successfully completed 10 or more credits in a related vocational program at SFCC.

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ELECTRONICS
DIPLOMA PROGRAM & A.A.S. DEGREE

SPOKANE AREA VOCATIONAL
SKILLS CENTER
1984-85 ACADEMIC YEAR SPOKANE COMMUNITY COLLEGE

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Students entering Spokane Community College from the Spokane Area Vocational Skills Center Electronics program will be placed on the Electronics advanced standing waiting list for the following fall quarter. Placement into the SCC program will be determined by a challenge examination.

A) Application: December 1 of the year prior to admittance is the application date for all Electronics students.

To be included:

1) Application.

2) High school transcript.

B) Program Requirements

1) The student must maintain grades of "C" or better in all Electronics classes taken at the Skills Center as well as those Liberal Arts classes chosen for fall quarter at the college.

2) Challenge exams will be taken before graduation from the Skills Center. Appointments for these exams will be made between the instructors of the two schools. Challenge exams are to be based on identified objectives for each course. Placement in the Electronics program at SCC will be contingent upon the student passing the exam with a "C" or better grade to achieve advanced standing.

C) Credit Transfer

1) Transfer of credit from the Skills Center to Spokane Community College is not binding on other institutions of higher education. Students are informed that these classes may/may not be accepted for advanced degrees.

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2) Entry into Spokane Community College must be within one year after high school graduation. If program entry is after one year, Electronics 11, 12, and 13 must be repeated.

   a) A two-year time line will be allowed for college programs with waiting lists.

   b) A five-year time line will be allowed for a student who has entered military service immediately after high school. However, a challenge exam will be required to determine the student's skill retention after this five-year period.

3) Transcripts from Spokane Community College reflecting Skills Center classes will be available only after the student has completed a minimum of one quarter of the Electronics program at the college.

4) Grades "D" and "F" are non-transferable to Spokane Community College. A "D" or "F" in any course will have to be repeated in order to receive credit for all of the courses taken that quarter.

For additional program information please see attached career planning guide as well as updated tuition/fee information.

7/10/84

# CAREER PLANNING GUIDE

COMMUNITY COLLEGES OF SPOKANE
SPOKANE, WASHINGTON

ELECTRONICS

Campus: ☒ SCC ☐ SFCC

**Spokane Community College**
N1810 Greene Street
Spokane, Washington 99207

**Spokane Falls Community College**
W3410 Fort George Wright Drive
Spokane, Washington 99204

**Average Length of Program**
138–207 Credits _____ Hours 9 Quarters

**Completion Award**
☒ A.A.S. Degree ☐ A.A. Degree
☒ Certificate ☐ Diploma

**Enrollment**
☒ Fall ☒ Winter ☒ Spring ☐ Summer
☐ Continuous ☐ Special

**Tests**
☐ WPCT ☐ GATB ☐ Other_____

**Approximate Quarterly Cost** (subject to change without notice)

| | |
|---|---|
| Resident Tuition and Fees | $ 19 |
| Non-resident Tuition and Fees | $ 75 |
| Parking Fee | $ ___ |
| Books | $ 4 |
| Lab Fees | $ ___ |
| Supplies and Equipment | $ 30 |

## Program Description

Students are prepared to meet the requirements of the electronics industry. Comprehensive training is given to circuit analysis and laboratory techniques and the use of modern test equipment.

The Certificate of Completion in Electronics is granted to students who satisfactorily complete three quarters of basic electronics, one quarter of introduction t electronic circuits, and two quarters of advanced courses in a specific area. Thi certificate indicates a specific area of specialization.

The Associate in Applied Science degree and Master Electronics Technician Certific are awarded to students who complete a nine-quarter electronics program. To quali the student must have successfully completed four quarters of basic electronics, o quarter of digital systems, and four quarters of advanced courses.

PROGRAM GOALS: Students who successfully complete this program will be able to:

1. Use standard measurements and calibration techniques to make industrial a environmental measurements
2. Troubleshoot analog and digital electronic equipment using systematic and logical techniques
3. Build electronic equipment, including printed circuit boards
4. Make informal written reports on technical investigations
5. Use mathematical tools to solve electronics problems
6. Use measurements and schematic diagrams to analyze circuit operating characteristics.

## Career Opportunities

POTENTIAL POSITIONS INCLUDE: Audio Visual Technician, Broadcast Engineer, Cable TV Repair, Electronic Instructor, Electronic Research and Development, Electronic Technician, Engineering Aide, Engineering Specialist, F.A.A. and Weather Bureau, Installation Technician, Instrument Manufacturing Company, Medical Electronics, Military Electronics Technician, Radio and TV Repair, Field Service Engineer, Electronic Systems Salesperson.

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## Suggested Course of Study

**ELECTRONICS**
**Certificate - (6 Quarters) - SCC**
**A.A.S. Degree & Master Electronics Technician Diploma - (9 Quarters)**

**CONSULT ADVISER/COUNSELOR FOR PROGRAM PLANNING AND SELECTION OF ELECTIVES (?)**

**Entrance to each quarter of basics is contingent upon satisfactory completion of the previous quarter. The student entering any advanced course must have satisfactorily completed IC concepts.**

### FIRST YEAR - Basic Electronics

| First Quarter | | Credits |
|---|---|---|
| ELECT 11 | Fundamentals of DC Circuits | 10 |
| ELECT 12 | DC Circuit Math | 5 |
| ELECT 13 | DC Circuit Measurement Lab | 7 |
| ? | Elective | 1-2 |
| | | 23-24 |

| Second Quarter | | |
|---|---|---|
| ELECT 14 | Fundamentals of AC Circuits | 10 |
| ELECT 15 | AC Circuit Math | 5 |
| ELECT 16 | AC Circuit Measurement Lab | 7 |
| ? | Elective | 1-2 |
| | | 23-24 |

| Third Quarter | | |
|---|---|---|
| ELECT 17 | Active Devices | 10 |
| ELECT 18 | Fundamentals of Amplifiers | 5 |
| ELECT 19 | Active Devices Measurement Lab | 7 |
| ? | Elective | 1-2 |
| | | 23-24 |

### SECOND YEAR - Introduction to Circuits

| Fourth Quarter | | Credits |
|---|---|---|
| ELECT 20 | Introduction to Electronic Circuits | 10 |
| ELECT 21 | Special Devices Applications | 5 |
| ELECT 22 | Semiconductor Lab | 7 |
| ? | Elective | 1-2 |
| | | 23-24 |

| Fifth Quarter - IC Concepts - One Quarter | | |
|---|---|---|
| ELECT 38 | IC Linear Concepts | 3 |
| ELECT 39 | IC Linear Applications | 3 |
| ELECT 40 | IC Linear Lab | 3 |
| ELECT 41 | IC Digital Concepts | 3 |
| ELECT 42 | IC Digital Applications | 3 |
| ELECT 43 | IC Digital Lab | 3 |
| ? | Elective | 1-2 |
| | | 23-24 |

| Sixth Quarter |
|---|
| Beginning with the Sixth Quarter, the student's program will be chosen from the quarter plans below. |

### THIRD YEAR

Seventh Quarter
Eighth Quarter
Ninth Quarter

Choose from the quarter plans below:

| Digital Systems - One Quarter | | |
|---|---|---|
| ELECT 76 | Digital Systems Hardware | 10 |
| ELECT 77 | Digital Systems Software | 5 |
| ELECT 78 | Digital Systems Lab | 7 |
| ? | Elective | 1-2 |
| | | 23-24 |

| Measurement Systems - One Quarter | | |
|---|---|---|
| ELECT 73 | Measurement Principles | 10 |
| ELECT 74 | Instrument Applications | 5 |
| ELECT 75 | Instrument Lab | 7 |
| ? | Elective | 1-2 |
| | | 23-24 |

| Microwave and Telemetry - One Quarter | | |
|---|---|---|
| ELECT 63 | Data Communications | 10 |
| ELECT 64 | Microwave Systems | 5 |
| ELECT 65 | Microwave & Telemetry Lab | 7 |
| ? | Elective | 1-2 |
| | | 23-24 |

| Practical Communications - One Quarter | | |
|---|---|---|
| ELECT 92 | Communication Circuits | 10 |
| ELECT 93 | Communication Systems | 5 |
| ELECT 94 | Practical Communication Lab | 7 |
| ? | Elective | 1-2 |
| | | 23-24 |

| Advanced Circuit Concepts - One Quarter | | |
|---|---|---|
| ELECT 70 | Linear Circuits | 10 |
| ELECT 71 | Linear Circuit Applications | 5 |
| ELECT 72 | Linear Lab | 7 |
| ? | Elective | 1-2 |
| | | 23-24 |

| Optoelectronics - One Quarter | | |
|---|---|---|
| ELECT 44 | Optoelectronic Semiconductor | 10 |
| ELECT 45 | Optoelectronic Application & Physics | 5 |
| ELECT 46 | Optoelectronic Lab | 7 |
| ? | Elective | 1-2 |
| | | 23-24 |

| Consumer Sound Products - One Quarter | | |
|---|---|---|
| ELECT 95 | Consumer Sound Systems | 10 |
| ELECT 96 | Trouble Shooting Tech. | 5 |
| ELECT 97 | Servicing Lab | 7 |
| ? | Elective | 1-2 |
| | | 23-24 |

| Television Systems - Two Quarters | | |
|---|---|---|
| ELECT 80 | Television Circuit | 10 |
| ELECT 81 | Practical Television Trouble Shooting | 5 |
| ELECT 82 | Television Lab | 7 |
| ? | Elective | 1-2 |
| | | 23-24 |
| ELECT 83 | Television Circuit Theory | 10 |
| ELECT 84 | Practical Television Trouble Shooting | 5 |
| ELECT 85 | Television Lab | 7 |
| ? | Elective | 1-2 |
| | | 23-24 |

| Radio Communications - Two Quarters | | |
|---|---|---|
| ELECT 51 | Electronic Theory | 10 |
| ELECT 52 | Radio Communications | 5 |
| ELECT 53 | Communication Lab | 7 |
| ? | Elective | 1-2 |
| | | 23-24 |

| Radio Communications Cont'd. | | |
|---|---|---|
| ELECT 54 | Electronic Theory | |
| ELECT 55 | Radio Communications | |
| ELECT 56 | Communication Lab | |
| ? | Elective | 1-2 |
| | | 23-24 |
| (OPTIONAL) | | |
| ELECT 57 | Electronic Theory | |
| ELECT 58 | Radio Communications | |
| ELECT 59 | Communication Lab | |
| ? | Elective | 1-2 |
| | | 23-24 |

| Biomedical - One Quarter | | |
|---|---|---|
| ELECT 47 | Biomedical Circuits | 10 |
| ELECT 48 | Medical Terminology | |
| ELECT 49 | Biomedical Laboratory | |
| ? | Elective | 1-2 |
| | | 23-24 |

| Instrumentation - Two Quarters | | |
|---|---|---|
| ELECT 24 | Fundamentals of Instruments | 10 |
| ELECT 25 | Fundamentals of Measured Variables | |
| ELECT 26 | Instrument Lab | |
| ? | Elective | 1-2 |
| | | 23-24 |
| ELECT 27 | Process Analysis | 10 |
| ELECT 28 | Control Systems | |
| ELECT 29 | Process Control Lab | 7 |
| ? | Elective | 1-2 |
| | | 23-24 |

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CULINARY ARTS
A.A.S. DEGREE

SPOKANE AREA VOCATIONAL
SKILLS CENTER
SPOKANE COMMUNITY COLLEGE

1984-85 ACADEMIC YEAR

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Students entering the Spokane Community College Culinary Arts Program from the Spokane Area Vocational Skills Center Food Service program will enter the fall quarter following high school graduation. Demonstrated skills and knowledge acquired at the Skills Center may qualify the student to complete the college's course requirements allowing for an early graduation.

A) Application: December 1 of the year prior to admittance is the critical application date for all Culinary Arts students. Applications received after December 1 cannot be assured admission for the following fall quarter.

To be included:

1) Application.

2) High school transcript.

B) Program Requirements

1) One year of a high school general math or consumer math class or passing grade on the college's Math 21 competency test.

2) The student must maintain grades of "C" or better in all food service classes taken at the Skills Center.

3) The student must have a current Spokane County Food Handler's permit.

C) Credit Transfer

1) Transfer of credit from the Skills Center to Spokane Community College is not binding on other institutions of higher education. Students are informed that these classes may/may not be accepted for advanced degrees.

2) Entry into SCC must be within one year after high school graduation. Exceptions must be approved by the appropriate instructional Assistant Dean and the Dean of Students.

   a) A two-year time line will be allowed for college programs with waiting lists.

   b) A five-year time line will be allowed for a student who has entered military service immediately after high school.

3) Transcripts from SCC reflecting Skills Center classes will be available only after the student has completed a minimum of one quarter of the Culinary Arts program at the college.

4) Grades "D" or "F" are non-transferable to Spokane Community College. A "D" or "F" in any course will have to be repeated in order to receive credit for all of the courses taken that quarter.

For additional program information please see attached career planning guide as well as updated tuition/fee information.

7/10/84

# CAREER PLANNING GUIDE

COMMUNITY COLLEGES OF SPOKANE
SPOKANE, WASHINGTON

CULINARY ARTS (COOKING)

Campus: ☒ SCC ☐ SFCC

**Spokane Community College**
N1810 Greene Street
Spokane, Washington 99207

**Spokane Falls Community College**
W3410 Fort George Wright Drive
Spokane, Washington 99204

**Average Length of Program**
120-125 Credits _____ Hours 6 Quarters

**Completion Award**
☒ A.A.S. Degree ☐ A.A. Degree
☐ Certificate ☐ Diploma

**Enrollment**
☒ Fall ☒ Winter ☒ Spring ☐ Summer
☐ Continuous ☐ Special

**Tests**
☐ WPCT ☐ GATB ☐ Other_____

**Approximate Quarterly Cost** (subject to change without notice)

| | |
|---|---|
| Resident Tuition and Fees | $ 191 |
| Non-resident Tuition and Fees | $ 759 |
| Parking Fee | $ 5 |
| Books | $ 20 |
| Lab Fees | $ _____ |
| Supplies and Equipment | $ 25 |

## Program Description

The basic and advanced procedures in food preparation are included in the two-year, six quarter Culinary Arts program. The first quarter deals with dining room procedures; included is menu terminology, waiter/waitress training, beverage service, and basic restaurant management. The second quarter is spent in the pantry. Here we deal with the basic theory of cooking methods, cold food preparations (e.g., salads, sandwiches) and basic baking techniques. The third quarter is pastries and deals with basics of pastries and restaurant desserts. In the fourth, fifth, and sixth quarters a detailed study is made of the various cookery methods for meats, fish, poultry, vegetables, soups and sauces. Cooking terms are defined and illustrated. Students are given the opportunity to study management factors affecting food cost control, specifications and standards for foods, sanitation, kitchen planning, kitchen equipment and personnel policies.

PROGRAM GOALS:

1. To teach the fundamental skills associated with the preparation and service of foods
2. To teach the necessary related subject matter pertaining to food preparation
3. To teach safe methods of work performance
4. To develop an appreciation of accuracy and the use of standards in production
5. To develop an appreciation of sanitation and hygiene, both as personal and public trust
6. To develop an understanding of the use and care of equipment, utensils and supplies

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## Career Opportunities

The food service industry is the third largest retail industry in the nation and third in national volume sales. One out of six employed in the retail field is a restaurant employee.

The shortage of highly skilled cooks and chefs is acute; employment opportunities for well qualified beginners is especially good.

POTENTIAL POSITIONS INCLUDE: Assistant Chef, Assistant Cook, Chef, Cook's Helper, Dietitian Assistant, Dinner Cook, Fry Cook, Hotel Cook, Kitchen Helper, Restaurant Manager, Sous-Chef, etc.

CULINARY ARTS (COOKING)
A.A.S. Degree - SCC

CONSULT ADVISER/COUNSELOR FOR PROGRAM PLANNING AND SELECTION OF ELECTIVES (?)

FRESHMAN YEAR

| Fall Quarter | | Credits |
|---|---|---|
| CUL 11 | Principles of Culinary Arts | 10 |
| CUL 12 | Practical Applications | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

| Winter Quarter | | Credits |
|---|---|---|
| CUL 21 | Concepts of Culinary Arts | 10 |
| CUL 22 | Practical Applications | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

| Spring Quarter | | Credits |
|---|---|---|
| CUL 31 | Concepts of Culinary Arts | 10 |
| CUL 32 | Practical Applications | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

SOPHOMORE YEAR

| Fall Quarter | | Credits |
|---|---|---|
| CUL 41 | Advanced Culinary Arts | 10 |
| CUL 42 | Practical Application | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

| Winter Quarter | | Credits |
|---|---|---|
| CUL 51 | Advanced Culinary Arts | 10 |
| CUL 52 | Practical Applications | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

| Spring Quarter | | Credits |
|---|---|---|
| CUL 61 | Advanced Culinary Arts | 10 |
| CUL 62 | Practical Applications | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

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DATA PROCESSING
A.A.S. DEGREE

SPOKANE AREA VOCATIONAL
SKILLS CENTER
SPOKANE COMMUNITY COLLEGE

1984-85 ACADEMIC YEAR

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Students entering Spokane Community College from the Spokane Area Vocational Skills Center Computer program will be placed on the Data Processing waiting list for the following fall quarter. For those who complete the Skills Center program with a grade of "B" or better, credit will be granted for the following courses:

Technical Introduction to DP 101

Basic for Programmers 255

A) Application: December 1 of the year prior to admittance is the critical application date for all Data Processing students. Applications received after December 1 cannot be assured admission for the following winter quarter.

To be included:

1) Application.

2) High school transcript.

3) Results of the Revised Programmer's Aptitude test. Arrangements for taking the RPAT will be made through program instructors.

B) Program Requirements

One year of high school general math and algebra.

C) Credit Transfer

1) Transfer of credit from the Skills Center to Spokane Community College is not binding on other institutions of higher education. Students are informed that these classes may/may not be accepted for advanced degrees.

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2) Entry into SCC must be within one year after high school graduation. Exceptions must be approved by the appropriate instructional Assistant Dean and the Dean of Students.

   a) A two-year time line will be allowed for college programs with waiting lists.

   b) A five-year time line will be allowed for a student who has entered military service immediately after high school. However, a challenge exam will be required to determine the student's skill retention after this five-year period.

3) Transcripts from SCC reflecting Skills Center classes will be available only after the student has completed a minimum of one quarter of the Data Processing program at the college.

For additional program information please see attached career planning guide as well as updated tuition/fee information.

7/27/84



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# CAREER PLANNING GUIDE

COMMUNITY COLLEGES OF SPOKANE
SPOKANE, WASHINGTON

**DATA PROCESSING PROGRAMMER**

Campus: ☒ SCC ☐ SFCC

**Spokane Community College**
N1810 Greene Street
Spokane, Washington 99207

**Spokane Falls Community College**
W3410 Fort George Wright Drive
Spokane, Washington 99204

Average Length of Program
118 Credits ____ Hours 6 Quarters

Completion Award
☒ A.A.S. Degree ☐ A.A. Degree
☐ Certificate ☐ Diploma

Enrollment
☒ Fall ☒ Winter ☒ Spring ☐ Summer
☐ Continuous ☐ Special

Tests
☐ WPCT ☐ GATB ☒ Other See back page

Approximate Quarterly Cost (subject to change without notice)

| | |
|---|---|
| Resident Tuition and Fees | $ 191 |
| Non-resident Tuition and Fees | $ 759 |
| Parking Fee | $ 5 |
| Books | $ 60 |
| Lab Fees | $ ____ |
| Supplies and Equipment | $ ____ |

## Program Description

Today the demand for computer trained personnel is great since business, science, industry, education and government all strive to achieve the benefits of the computer revolution. Mr. Fakin of UNIVAC asserts, "...there are more career paths and choices in data processing than in almost any other profession..."

PROGRAM GOALS: Students who successfully complete this program will be able to:

1. Operate computers operating under a monitor or operating system
2. Follow operations procedures in accomplishing assigned tasks
3. Revise and update operation procedures as required
4. Recognize equipment, program and system malfunctions
5. Operate unit record equipment
6. Maintain card, disk and tape files
7. Maintain supplies at the required level
8. Maintain equipment in workable condition by performing limited maintenance or contacting engineers for technical assistance as directed by supervisor
9. Data file labeling conventions, data file retention and protection policies

## Career Opportunities

Presently there are more than 25,000 computers of all sizes at work in the United States. Installations of computers of varying degrees of complexity in Spokane and the Inland Empire—both special and general in nature—demonstrate the phenomenal growth of the use of computers. Employment prospects in many diversified areas indicate a promising employment opportunity.

POTENTIAL POSITIONS INCLUDE: Computer Control Clerk, Computer Operations Manager, Computer Operator, Data Coordinator, Operations Supervisor, Programmer and Systems Analyst.

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DATA PROCESSING PROGRAMMER
A.A.S. Degree* - SCC

*The course of study for the applied science degree in data processing requires a passing mark (a score of 40 or more) for the RPAT (Revised Programmer's Aptitude Test) or instructor's permission.

| FRESHMAN YEAR | | | SOPHOMORE YEAR | | |
|---|---|---|---|---|---|
| **Fall Quarter** | | **Credits** | **Fall Quarter** | | **Credits** |
| DPCS 101 | Technical Intro to Data Processing | 5 | ACCT 105 | Managerial Accounting | 5 |
| DPCS 211 | Report Program Generator Language | 5 | DPCS 231 | COBOL Language (c) | 5 |
| GBUS 101 | Introduction to Business (b) | 5 | DPCS 272 | Programming Systems & Job Control Language | 5 |
| MATH 101 | Intermediate Algebra (a) | 5 | GBUS 217 | Business Statistics | 5 |
| | | 20 | | | 20 |
| **Winter Quarter** | | | **Winter Quarter** | | |
| ACCT 101 | Principles of Accounting | 5 | ACCT 208 | Accounting Systems & Control | 5 |
| DPCS 212 | Advanced RPG Language | 5 | DPCS 232 | Advanced COBOL Language | 5 |
| DPCS 221 | Assembler Language | 5 | DPCS 274 | Business System Analysis & Design | 5 |
| MATH 105 | Essentials of Algebra for Business & Social Science Students or | | GBUS 280 | Human Relations in Business | 5 |
| MATH 201 | Intro to FInite Math | 5 | | | 20 |
| | | 20 | | | |
| **Spring Quarter** | | | **Spring Quarter** | | |
| ACCT 102 | Principles of Accounting | 5 | DPCS 276 | Teleprocessing | 5 |
| DPCS 222 | Advanced Assembler Language | 5 | DPCS 278 | Field Computer Applications | 5 |
| DPCS 251 | BASIC Language | 2 | DPCS 280 | Operations Research Techniques | 5 |
| DPCS 252 | Advanced BASIC Language | 3 | SPCH 201 | Speech for Business & Professions | 3 |
| MATH 106 | Elementary Numerical Methods for Data Processing | 5 | | | 18 |
| | | 20 | | | |

(a) Qualified student may take a higher level math course and waive Math 101.
(b) Beginning Fall 1984, Introduction to Business will be replaced by Keyboarding for Computers 100.
(c) The COBOL Language course, when offered, is open to any student who meets the prerequisite of DPCS 101. All other programming courses in this curriculum are closed to DP program students only.

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PRINTING
A.A.S. DEGREE

SPOKANE AREA VOCATIONAL
SKILLS CENTER
SPOKANE COMMUNITY COLLEGE

1984-85 ACADEMIC YEAR

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Students entering the Spokane Community College Printing program from the Spokane Area Vocational Skills Center program will enter the fall quarter following high school graduation. Demonstrated skills and knowledge acquired at the Skills Center may qualify the student for a maximum of one quarter credit to complete the college's course requirements allowing for an early graduation.

A) Application: December 1 of the year prior to admittance is the critical application date for all Printing students. Applications received after December 1 cannot be assured admission for the following fall quarter.

To be included:

1) Application.

2) High school transcript.

B) Program Requirements

The student must maintain grades of "C" or better in all printing classes taken at the Skills Center.

C) Credit Transfer

1) Transfer of credit from the Skills Center to Spokane Community College is not binding on other institutions of higher education. Students are informed that the classes may/may not be accepted for advanced degrees.

2) Entry into SCC must be within one year after high school graduation. Exceptions must be approved by the appropriate instructional Assistant Dean and the Dean of Students.

a) A two-year time line will be allowed for college programs with waiting lists.

b) A five-year time line will be allowed for a student who has entered military service immediately after high school.

3) Transcripts from SCC reflecting Skills Center classes will be available only after the student has completed a minimum of one quarter of the Printing program at the college.

4) Grades "D" or "F" in any course will have to be repeated in order to receive credit for all of the courses taken that quarter.

For additional program information please see attached career planning guide as well as updated tuition/fee information.

7/10/84

# CAREER PLANNING GUIDE

COMMUNITY COLLEGES OF SPOKANE
SPOKANE, WASHINGTON

PRINTING

Campus: ☒ SCC ☐ SFCC

**Spokane Community College**
N1810 Greene Street
Spokane, Washington 99207

**Spokane Falls Community College**
W3410 Fort George Wright Drive
Spokane, Washington 99204

**Enrollment**
☒ Fall ☒ Winter ☒ Spring ☐ Summer
☐ Continuous ☐ Special

**Tests**
☐ WPCT ☐ GATB ☐ Other_____

**Approximate Quarterly Cost** (subject to change without notice)

| | | |
|---|---|---|
| Resident Tuition and Fees | | $ 191 |
| Non-resident Tuition and Fees | | $ 759 |
| Parking Fee | | $ 5 |
| Books | 6 quarters | $ 30 |
| Lab Fees | | $ ____ |
| Supplies and Equipment | | $ 5 |

**Average Length of Program**
120-126 Credits _____ Hours 6 Quarters

**Completion Award**
☒ A.A.S. Degree ☐ A.A. Degree
☐ Certificate ☐ Diploma

## Program Description

The Printing program provides an opportunity to acquire fundamental knowledge and skill for employment in various phases of the printing industry—an introduction to basic skills and knowledge of the following areas:

Composition: Study and practice of the operations necessary to set type, read proof, make up various books and commercial jobs. Practical experience in keyboard operation, tape perforation, pasteup, photo display and other pre-camera operations.

Letterpress: Operation of platen and cylinder presses, ink, paper, plus make-ready.

Offset: Process camera, negative assembly, platemaking and offset press operation. In this area, as in others, a student may specialize in one operation as desires and abilities dictate.

Bindery: Stock cutting, folding machine operation and other commercial bindery Processes

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## Career Opportunities

Printing, publishing and packaging are among the top 20 manufacturing industries. Printing ranks seventh largest in total payroll and eighth in total number of employees. A steady growth is expected as companies, corporations and individuals are requiring printed information as never before.

Those with advanced training will have opportunities for employment in the industries concerned with graphic arts supply, printing machinery, ink, paper and advertising, as well as management production positions.



POTENTIAL POSITIONS INCLUDE: Offset Press Operator, Negative Assembler, Platemaker, Camera, Bindery, Phototypesetter, Pasteup, Composition Markup and Stock Cutter.

PRINTING
A.A.S. Degree - SCC

CONSULT ADVISER/COUNSELOR FOR PROGRAM PLANNING AND SELECTION OF ELECTIVES (?)

## FRESHMAN YEAR

### Fall Quarter

| | | Credits |
|---|---|---|
| PRINT 11 | Fundamentals of Printing | 10 |
| PRINT 12 | Practical Applications | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

### Winter Quarter

| | | |
|---|---|---|
| PRINT 21 | Basic Concepts of Printing | 10 |
| PRINT 22 | Practical Applications | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

### Spring Quarter

| | | |
|---|---|---|
| PRINT 31 | Principles & Theory of Printing | 10 |
| PRINT 32 | Practical Applications | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

## SOPHOMORE YEAR

### Fall Quarter

| | | Credits |
|---|---|---|
| PRINT 41 | Advanced Principles of Printing | 10 |
| PRINT 42 | Practical Applications | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

### Winter Quarter

| | | |
|---|---|---|
| PRINT 51 | Advanced Printing Technology | 10 |
| PRINT 52 | Practical Applications | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

### Spring Quarter

| | | |
|---|---|---|
| PRINT 61 | Advanced Printing Technology | 10 |
| PRINT 62 | Practical Applications | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

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MACHINE SHOP
A.A.S DEGREE

SPOKANE AREA VOCATIONAL
SKILLS CENTER
SPOKANE COMMUNITY COLLEGE

1984-85 ACADEMIC YEAR

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Students entering SCC from the Spokane Area Vocational Skills Center Machine Shop program will be placed on the Machine Shop advanced standing waiting list for the following winter quarter on a space available basis.

A) Application: December 1 of the year prior to admittance is the critical application date for all Machine Shop students. Applications received after December 1 cannot be assured admission for the following winter quarter.

To be included:

1) Application.

2) High school transcript.

B) Program Requirements

1) One year of a high school general math, algebra, or passing grade on the college's Math 21 competency test.

2) The student must maintain grades of "C" or better in all Machine Shop classes taken at the Skills Center.

C) Credit Transfer

1) Transfer of credit from the Skills Center to Spokane Community College is not binding on other institutions of higher education. Students are informed that these may/may not be accepted for advanced degrees.

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2) Entry into SCC must be within one year after high school graduation. Exceptions must be approved by the appropriate instructional Assistant Dean and the Dean of Students.

   a) A two-year time line will be allowed for college programs with waiting lists.

   b) A five-year time line will be allowed for a student who has entered military service immediately after high school. However, a challenge exam will be required to determine the student's skill retention after this five-year period.

3) Transcripts from SCC reflecting Skills Center classes will be available only after the student has completed a minimum of one quarter of the Machine Shop program at the college.

4) Grades "D" or "F" are non-transferable to Spokane Community College. A "D" or "F" in any course will have to be repeated in order to receive credit for all of the courses taken that quarter.

For additional program information please see attached career planning guide as well as updated tuition/fee information.

7/10/84

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# CAREER PLANNING GUIDE

COMMUNITY COLLEGES OF SPOKANE
SPOKANE, WASHINGTON

MACHINE SHOP

Campus: ☒ SCC ☐ SFCC

**Spokane Community College**
N1810 Greene Street
Spokane, Washington 99207

**Spokane Falls Community College**
W3410 Fort George Wright Drive
Spokane, Washington 99204

**Average Length of Program**
120-125 Credits ____ Hours 6 Quarters

**Completion Award**
☒ A.A.S. Degree ☐ A.A. Degree
☐ Certificate ☐ Diploma

**Enrollment**
☒ Fall ☐ Winter ☐ Spring ☐ Summer
☐ Continuous ☐ Special

**Tests**
☐ WPCT ☐ GATB ☒ Other *

**Approximate Quarterly Cost** (subject to change without notice)

| | | |
|---|---|---|
| Resident Tuition and Fees | | $ 191 |
| Non-resident Tuition and Fees | | $ 759 |
| Parking Fee | | $ 5 |
| Books | first year | $ 42 |
| Lab Fees | | $ |
| Supplies and Equipment | first year | $ 175 |

*Good vision in both eyes. Good depth percept
Ability to stand and bend all day.

## Program Description

The machinist is a skilled worker who uses machine tools to make metal parts. Knowledge of shop practice and working properties of metals - plus understanding of what the various machine tools can accomplish - enables a machinist to turn a block of metal into an intricate part which meets precise specifications.

The college program stresses technical information and the operation and maintenance of machines normally found in the modern machine shop.

PROGRAM GOALS: Students who successfully complete this program will be able to:

1. Set up and operate (up to tolerances of ± .0005 inches) industrial machinery such as engine lathes, milling machines, cylindrical and surface grinders, shapers, drill presses and tool and cutter grinders
2. Inspect and measure various projects up to tolerances of ± .0005 using micrometers protractors, dial indicators and other miscellaneous measuring instruments
3. Solve math problems involving ratio and proportion, fractions, decimals, right triangles and other typical machine shop problems
4. Do precision layout and interpret machine drawings
5. Understand work flow between machine shop and related fields such as engineering, management, labor, etc.

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## Career Opportunities

Most employment growth will occur in maintenance shops, as industries continue to use a greater volume of complex machinery and equipment. Skilled maintenance machinists are needed to prevent costly breakdowns in highly mechanized plants where machine tools are often linked together by transfer equipment.

Those interested in becoming machinists should be mechanically inclined and temperamentally suited to do highly accurate work that requires concentration as well as physical effort.

POTENTIAL POSITIONS: Automotive Machinist, General Industrial Mechanic Apprentice, Machine Operator, Machinist, Machinist Apprentice, Maintenance Mechanic Apprentice, Millwright, Millwright Apprentice, Numerical Control Machine Operator, Shop Mechanic, Shop Planner, Tool and Cutter Sharpener, Tool and Die Apprentice, Machine Tool Sales.

MACHINE SHOP
A.A.S. Degree - SCC

CONSULT ADVISER/COUNSELOR FOR PRGRAM PLANNING AND SELECTION OF ELECTIVES (?)

FRESHMAN YEAR

| Fall Quarter | | Credits |
|---|---|---|
| MACH 11 | Basic Machine Tool Theory | 10 |
| MACH 12 | Practical Applications of Machine Shop | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

| Winter Quarter | | |
|---|---|---|
| MACH 21 | Basic Machine Tool Theory | 10 |
| MACH 22 | Practical Applications of Machine Shop | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

| Spring Quarter | | |
|---|---|---|
| MACH 31 | Basic Machine Tool Theory | 10 |
| MACH 32 | Practical Applications of Machine Shop | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

SOPHOMORE YEAR

| Fall Quarter | | Credit |
|---|---|---|
| MACH 41 | Advanced Machine Tool Theory | 10 |
| MACH 42 | Advanced Applications of Machine Shop | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

| Winter Quarter | | |
|---|---|---|
| MACH 51 | Advanced Machine Tool Theory | 10 |
| MACH 52 | Advanced Applications of Machine Shop | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

| Spring Quarter | | |
|---|---|---|
| MACH 61 | Advanced Machine Tool Theory | 10 |
| MACH 62 | Advanced Applications of Machine Shop | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

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COSMETOLOGY
A.A.S. DEGREE

SPOKANE AREA VOCATIONAL
SKILLS CENTER
SPOKANE COMMUNITY COLLEGE

1984-85 ACADEMIC YEAR

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Students entering Spokane Community College from the Spokane Area Vocational Skills Cosmetology program will be placed on the Cosmetology advanced standing waiting list for the fall quarter following high school graduation. Placement into the SCC program will be based on completed competencies from the Skills Center.

A) Application: December 1 of the year prior to admittance is the critical date for all Cosmetology students. Applications received after December 1 cannot be assured admissions for the following fall quarter.

To be included:

1) Application.

2) High school transcript.

B) Program Requirements

The student must maintain grades of "C" or better in all Cosmetology classes taken through the Skills Center.

C) Credit Transfer

1) Transfer of credit from the Skills Center to Spokane Community College is not binding on other institutions of higher education. Students are informed that these classes may/may not be accepted for advanced degrees.

2) Entry into SCC must be within one year after high school graduation. Exceptions must be approved by the appropriate instructional Assistant Dean and the Dean of Students.

3) Transcripts from SCC reflecting Skills Center classes will be available only after the student has completed a minimum of one quarter of the Cosmetology program at the college.

4) Grades "D" or "F" are non-transferable to Spokane Community College. A "D" or "F" in any course will have to be repeated in order to receive credit for all of the courses taken that quarter.

For additional program information please see attached career planning guide as well as updated tuition/fee information.

7/27/84

COMMERCIAL BAKING
A.A.S. DEGREE

SPOKANE AREA VOCATIONAL
SKILLS CENTER
1984-85 ACADEMIC YEAR SPOKANE COMMUNITY COLLEGE

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Students entering the Spokane Community College Commercial Baking program from the Spokane Area Vocational Skills Center Food Service program will enter the fall quarter following high school graduation. Demonstrated skills and knowledge acquired at the Skills Center may qualify the student to complete the college's course requirements allowing for an early graduation.

A) Application: December 1 of the year prior to admittance is the critical application date for all Commercial Baking students. Applications received after December 1 cannot be assured admission for the following fall quarter.

To be included:

1) Application.

2) High school transcript.

B) Program Requirements

1) One year of a high school general math or consumer math class or passing grade on the college's Math 21 competency test.

2) The student must maintain grades of "C" or better in all food service classes taken at the Skills Center.

3) The student must have a current Spokane County Food Handler's permit.

C) Credit Transfer

1) Transfer of credit from the Skills Center to Spokane Community College is not binding on other institutions of higher education. Students are informed that these classes may/may not be accepted for advanced degrees.

2) Entry into SCC must be within one year after high school graduation. Exceptions must be approved by the appropriate division supervisor and the Dean of Students.

3) Transcripts from SCC reflecting Skills Center classes will be available only after the student has completed a minimum of one quarter of the Commercial Baking program at the college.

4) Grades "D" or "F" are non-transferable to Spokane Community College. A "D" or "F" in any course will have to be repeated in order to receive credit for all of the courses taken that quarter.

For additional program information please see attached career planning guide as well as updated tuition/fee information.

7/27/84

# CAREER PLANNING GUIDE

COMMUNITY COLLEGES OF SPOKANE
SPOKANE, WASHINGTON

**COSMETOLOGY (BEAUTY CULTURE)**

Campus: ☒ SCC ☐ SFCC

**Spokane Community College**
N1810 Greene Street
Spokane, Washington 99207

**Spokane Falls Community College**
W3410 Fort George Wright Drive
Spokane, Washington 99204

**Average Length of Program**
138 Credits 2000 Hours 6 Quarters

**Completion Award**
☒ A.A.S. Degree ☐ A.A. Degree
☐ Certificate ☐ Diploma

**Enrollment**
☒ Fall ☒ Winter ☒ Spring ☐ Summer
☐ Continuous ☐ Special

**Tests**
☐ WPCT ☐ GATB ☐ Other_____

**Approximate Quarterly Cost** (subject to change without notice)

| | | |
|---|---|---|
| Resident Tuition and Fees | | $ 191 |
| Non-resident Tuition and Fees | | $ 759 |
| Parking Fee | | $ 5 |
| Books * | 6 quarters | $ 175 |
| Lab Fees | 6 quarters | $ 50 |
| Supplies and Equipment * | 6 quarters | $ 400 |

*Major purchases made in the first quarter for books, supplies and equipment

**Program Description**

Cosmetologists shampoo, cut, style, straighten, permanent wave, lighten and tint hair. They also give manicures, pedicures, scalp and facial treatments, analyze and do makeup, shape eyebrows and clean and style hair pieces.

Cosmetologists may specialize in manicuring, hair styling, hair cutting, men's styling, skin care or as a hair colorist and may be referred to as hair dressers, beauticians, beauty operators or estheticians.

Other duties include making appointments for patrons, cashiering, cleaning salon equipment, sanitizing implements and inventory of products.

This program prepares students for licensing by the Washington State Board of Cosmetology. A minimum of 2,000 hours and completion of practical curriculum is required to take the State Board examination.

PROGRAM GOALS: Students who successfully complete this program will be able to:

1. Be examined by the Washington State Licensing Department which includes practical and written testing
2. Perform all activities in a salon for the clientele
3. Exhibit proper dispensary techniques and reception desk techniques
4. Demonstrate care and styling of wigs
5. Understand the proper functions of a beauty shop, including professional ethics, hygiene, grooming and poise, salon management and successful business practices

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**Career Opportunities**

Job opportunities are very good for newcomers to this field, as well as for the experienced cosmetologist & those seeking part-time work. Among the factors responsible for employment growth is the more frequent use of beauty services as income levels rise, more women taking jobs outside the home & growing popularity of male clientele in the beauty salon. Many cosmetologists are paid on a straight commission basis; others receive a salary plus commission; others, a straight salary.

POTENTIAL POSITIONS INCLUDE: Assistant to Stylist, Beauty Operator, Salon Manager, Instructor, Manicurist, Wig Stylist, Technician, Stylist, Cosmetologist, Retail Sales Cosmetologist and Salon or School Owner.

COSMETOLOGY (Beauty Culture)
A.A.S. Degree - SCC

CONSULT ADVISER/COUNSELOR FOR PROGRAM PLANNING AND SELECTION OF ELECTIVES (?)

FRESHMAN YEAR

| Fall Quarter | | Credits |
|---|---|---|
| COS | 11 Basic Concepts of Cosmetology | 11 |
| COS | 12 Basic Applications of Cosmetology | 7 |
| COS | 94 Art for Cosmetology | 3 |
| COS | 95 Scientific Educational Systems | 2 |
| | | 23 |

| Winter Quarter | | |
|---|---|---|
| COS | 21 Principles & Procedures of Cosmetology | 11 |
| COS | 22 Practical Applications of Cosmetology | 7 |
| COS | 97 Techniques of Over-curly Hair | 3 |
| ISFTY | 101 Industrial Safety | 2 |
| | | 23 |

| Spring Quarter | | |
|---|---|---|
| COS | 31 Intermediate Concepts of Cosmetology | 11 |
| COS | 32 Intermediate Applications of Cosmetology | 7 |
| COS | 90 Cosmetology Writing | 2 |
| SPCH | 201 Speech for Business & Professions | 3 |
| | | 23 |

SOPHOMORE YEAR

| Fall Quarter | | Credits |
|---|---|---|
| COS | 41 Intermediate Concepts of Cosmetology | 11 |
| COS | 42 Intermediate Applications of Cosmetology | 7 |
| COS | 96 Scientific Educational Systems | 3 |
| ISFTY | 111 Industrial First Aid | 2 |
| | | 23 |

| Winter Quarter | | |
|---|---|---|
| COS | 51 Advanced Cosmetology | 11 |
| COS | 52 Advanced Applications of Cosmetology | 7 |
| GBUS | 99 Business Orientation | 5 |
| | | 23 |

| Spring Quarter | | |
|---|---|---|
| COS | 61 Advanced Cosmetology | 11 |
| COS | 62 Advanced Applications of Cosmetology | 7 |
| COS | 98 Scientific Educational Systems | 3 |
| ISFTY | 211 Advanced Industrial First Aid | 2 |
| | | 23 |

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# CAREER PLANNING GUIDE

COMMUNITY COLLEGES OF SPOKANE
SPOKANE, WASHINGTON

BAKING (Commercial)

Campus: ☒ SCC ☐ SFCC

**Spokane Community College**
N1810 Greene Street
Spokane, Washington 99207

**Spokane Falls Community College**
W3410 Fort George Wright Drive
Spokane, Washington 99204

**Average Length of Program**
121-126 Credits _____ Hours 6 Quarters

**Completion Award**
☒ A.A.S. Degree ☐ A.A. Degree
☐ Certificate ☐ Diploma

**Enrollment**
☒ Fall ☒ Winter ☒ Spring ☐ Summer
☐ Continuous ☐ Special

**Tests**
☐ WPCT ☐ GATB ☐ Other_____

**Approximate Quarterly Cost** (subject to change without notice)

| | |
|---|---|
| Resident Tuition and Fees | $ 191 |
| Non-resident Tuition and Fees | $ 759 |
| Parking Fee | $ 5 |
| Books | $ 15 |
| Lab Fees | $ _____ |
| Supplies and Equipment * | $ 60 |

*Uniforms (Whites)

## Program Description

This program prepares students for employment opportunities in the retail, hotel & wholesale bakery fields & cake catering service. The course provides practical & theoretical training in personal hygiene, laws regulating sanitation in the baking industry, use of various types of baking machinery & production training in the baking of bread, rolls, coffee cakes, pies, doughnuts & cookies. Decorating, including the proper procedure of piping, use of tubes, making flowers & decorations, mixing of colors & the principles of design, is included in the instruction.

Baking management is stressed, covers such areas as product control, production per man-hour, cost factors, percentages, purchasing, receiving & storing supplies, the science & care of handling & keeping a perpetual inventory.

Students may enter any quarter if space is available.

PROGRAM GOALS: Students who successfully complete this course will be able to:

1. Operate equipment & machinery in a modern bake shop
2. Make breads, sweet goods, rolls, pies, specialty cakes & variety breads
3. Prepare & apply icings & fillings
4. Order bakery supplies & equipment
5. Weigh & measure product ingredients & portions
6. Handle merchandising

## Career Opportunities

The baking industry is one of the largest food-processing employers in the United States. Occupations in bakeries provide steady, year-round employment for thousands of workers throughout the country, providing jobs to suit a variety of interests, skills & talents.

POTENTIAL POSITIONS: Baker, Bread Baker, Cake Baker, Cake Decorator, Commercial Baker, In-Store Baker, Pastry Cook.

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BAKING (Commercial)
A.A.S. Degree - SCC

CONSULT ADVISER/COUNSELOR FOR PROGRAM PLANNING AND SELECTION OF ELECTIVES (?).

FRESHMAN YEAR

| Fall Quarter | | Credits |
|---|---|---|
| BAK 11 | Basic Baking Theory & Related Work | 10 |
| BAK 12 | Practical Applications | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

| Winter Quarter | | |
|---|---|---|
| BAK 21 | Basic Baking Theory & Related Work | 10 |
| BAK 22 | Practical Applications | 9 |
| BAK 75 | Math for the Baker | 2 |
| | | 21 |

| Spring Quarter | | |
|---|---|---|
| BAK 31 | Basic Baking Theory & Related Work | 10 |
| BAK 32 | Practical Applications | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

SOPHOMORE YEAR

| Fall Quarter | | Credit |
|---|---|---|
| BAK 41 | Advanced Baking Theory & Related Work | 10 |
| BAK 42 | Practical Applications | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

| Winter Quarter | | |
|---|---|---|
| BAK 51 | Advanced Baking Theory & Related Work | 10 |
| BAK 52 | Practical Applications | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

| Spring Quarter | | |
|---|---|---|
| BAK 61 | Advanced Baking Theory & Related Work | 10 |
| BAK 62 | Practical Applications | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

SHORT COURSE - RETAIL BAKERY SALES
Certificate; 80 hours

A pre-employment course for individuals desiring employment as retail bakery clerks. The program covers the areas of sales, display, distress and salvage, packaging, use of machinery, health regulations and identification of products. Emphasis is placed on customer service and human relations.

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CIVIL/MECHANICAL
ENGINEERING TECHNOLOGY
A.A.S. DEGREE

SPOKANE AREA VOCATIONAL
SKILLS CENTER
SPOKANE COMMUNITY COLLEGE

1984-85 ACADEMIC YEAR

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Students entering Spokane Community College from the Spokane Area Vocational Skills Center Engineering program will be placed on the Engineering advanced standing, space available waiting list for the following winter quarter.

A) Application: December 1 of the year prior to admittance is the critical application date for all Engineering Technology students. Applications received after December 1 cannot be assured admission for the following winter quarter.

To be included:

1) Application.

2) High school transcript.

B) Program Requirements

1) One year of a high school general math or algebra.

2) The student must maintain grades of "C" or better in all Engineering Aide classes taken at the Skills Center.

C) Credit Transfer

1) Transfer of credit from the Skills Center to Spokane Community College is not binding on other institutions of higher education. Students are informed that these classes may/may not be accepted for advanced degrees.

2) Entry into SCC must be within one year after high school graduation. Exceptions must be approved by the appropriate instructional Assistant Dean and the Dean of Students.

a) A two-year time line will be allowed for college programs with waiting lists.

b) A five-year time line will be allowed for a student who has entered military service immediately after high school. However, a challenge exam will be required to determine the student's skill retention after this first year period.

3) Transcripts from SCC reflecting Skills Center classes will be available only after the student has completed a minimum of one quarter of the Engineering Technology program at the college.

4) Grades "D" or "F" are non-transferable to Spokane Community College. A "D" or "F" in any course will have to be repeated in order to receive credit for all of the courses taken that quarter.

For additional program information please see attached career planning guide as well as updated tuition/fee information

7/10/84

# CAREER PLANNING GUIDE

COMMUNITY COLLEGES OF SPOKANE
SPOKANE, WASHINGTON

**CIVIL ENGINEERING TECHNOLOGY**

Campus: ☒ SCC ☐ SFCC

**Spokane Community College**
N1810 Greene Street
Spokane, Washington 99207

**Spokane Falls Community College**
W3410 Fort George Wright Drive
Spokane, Washington 99204

**Average Length of Program**
129 Credits ____ Hours 6 Quarters

**Completion Award**
☒ A.A.S. Degree ☐ A.A. Degree
☐ Certificate ☐ Diploma

**Enrollment**
☒ Fall ☐ Winter ☐ Spring ☐ Summer
☐ Continuous ☐ Special

**Tests**
☐ WPCT ☐ GATB ☐ Other____

**Approximate Quarterly Cost** (subject to change without notice)

| | |
|---|---|
| Resident Tuition and Fees | $ 191 |
| Non-resident Tuition and Fees | $ 759 |
| Parking Fee | $ 5 |
| Books | $ 45 |
| Lab Fees | $ ____ |
| Supplies and Equipment | $ 30 |

## Program Description

The Civil Engineering Technology program is designed to provide a comprehensive well balanced study in applied and related science. This course prepares students in the basic fundamentals of construction techniques, materials, surveying, cost estimating, office and business procedures and planning of construction work.

Upon completion, graduates will be qualified for employment in surveying, inspecting, material testing, drafting procedures and planning of construction work.

PROGRAM GOALS: Students who successfully complete this course will be able to:

1. Assist architects, engineers or contractors by performing entry level tasks in the field of civil engineering technology.
2. Prepare plans and specifications for construction of buildings, bridges, highways, etc.
3. Work as a surveying technician on land and highway surveys including operating surveying instruments, notetaking and drafting.
4. Compile material lists and cost estimates and do scheduling for construction projects.
5. Inspect projects under construction for compliance with plans and specifications.
6. Perform tests on construction materials such as concrete, soil, steel, etc.
7. Sell building materials, construction equipment and engineering services.
8. Have knowledge and abilities involving computer programming and operation of computer aided drafting systems.

## Career Opportunities

POTENTIAL POSITIONS INCLUDE: Civil Engineering Technician, Surveying Technician, Construction Inspector, Materials Tester, Construction Technician, Transportation Technician, Quality Control Technician

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CIVIL ENGINEERING TECHNOLOGY
A.A.S. Degree - SCC

The schedule each quarter is subject to change depending upon the number of students enrolled in the Civil Engineering Technology program and the effect of the weather when subjects such as surveying are scheduled. Some courses may be taught in alternate years

FRESHMAN YEAR

| Fall Quarter | | Credits |
|---|---|---|
| CET 11 | CET Math | 5 |
| CET 12 | CET Blueprint Reading | 5 |
| CET 13 | CET Beginning Drafting | 8 |
| CET 94 | Civil Engineering Technology | 3 |
| | | 21 |

| Winter Quarter | | |
|---|---|---|
| ACCT 51 | Basic Accounting Procedures or | |
| CET 265 | Engineering Law | 5 |
| CET 21 | CET Math | 4 |
| CET 22 | CET Beginning Surveying | 4 |
| CET 23 | CET Advanced Drafting | 5 |
| CET 25 | CET Blueprint Reading | 4 |
| | | 22 |

| Spring Quarter | | |
|---|---|---|
| CET 33 | CET Beginning Surveying | 8 |
| CET 35 | CET Math | 4 |
| CET 36 | CET Statics | 5 |
| CET 61 | Land Surveying | 5 |
| | | 22 |

SOPHOMORE YEAR

| Fall Quarter | | Credits |
|---|---|---|
| CET 41 | CET Statics | 5 |
| CET 42 | CET Advanced Surveying | 7 |
| CET 43 | CET Estimating | 8 |
| | | 20 |

| Winter Quarter | | |
|---|---|---|
| ACCT 51 | Basic Accounting Procedures or | |
| CET 265 | Engineering Law | 5 |
| CET 52 | CET Hydraulics | 6 |
| CET 53 | CET Strength of Materials | 6 |
| CET 55 | CET Critical Path | 4 |
| | | 21 |

| Spring Quarter | | |
|---|---|---|
| CET 31 | Contracts & Specifications | 5 |
| CET 62 | CET Materials Testing | 8 |
| CET 63 | Strengths of Materials | 5 |
| ENG 120 | Technical Writing for Vocations | 5 |
| | | 23 |

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WELDING TECHNOLOGY
CERTIFICATE

SPOKANE AREA VOCATIONAL
SKILLS CENTER
SPOKANE COMMUNITY COLLEGE

1984-85 ACADEMIC YEAR

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Students entering Spokane Community College from the Spokane Area Vocational Skills Center Welding program will be placed on the advanced standing waiting list for fall quarter following high school graduation. Placement into the SCC program will be determined by an examination taken before graduation from the Skills Center. Appointments for these exams will be coordinated between the instructors of the two schools. Challenge exams will be based on identified objectives. The student must pass with a "C" or better grade to achieve standing.

A) Application: December 1 of the year prior to admittance is the critical application date for all Welding students. Applications received after December 1 cannot be assured admission for the following fall quarter.

To be included:

1) Application.

2) High school transcripts.

B) Program Requirements

The student must maintain grades of "C" or better in all Welding classes taken at the Skills Center. Placement into the program will depend upon an evaluation of performance given spring quarter.

C) Credit Transfer

1) Transfer of credit from the Skills Center to Spokane Community College is not binding on other institutions of higher education. Students are informed that these classes may/may not be accepted for advanced degrees.

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2) Entry into SCC must be within one year after high school graduation. Exceptions must be approved by the appropriate instructional Assistant Dean and the Dean of Students.

   a) A two-year time line will be allowed for college program with waiting lists.

   b) A five-year time line will be allowed for a student who has entered military service immediately after high school. However, a challenge exam will be required to determine the student's skill retention after this five-year period.

3) Transcripts from SCC reflecting Skills Center classes will be available only after the student has completed a minimum of one quarter of the Welding program at the college.

4) Grades "D" or "F" are non-transferable to Spokane Community College. A "D" or "F" in any course will have to be repeated in order to receive credit for all of the courses taken that quarter.

For additional program information please see attached career planning guide as well as updated tuition/fee information.

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# CAREER PLANNING GUIDE

COMMUNITY COLLEGES OF SPOKANE
SPOKANE, WASHINGTON

WELDING TECHNOLOGY

Campus: ☒ SCC ☐ SFCC

**Spokane Community College**
N1810 Greene Street
Spokane, Washington 99207

**Spokane Falls Community College**
W3410 Fort George Wright Drive
Spokane, Washington 99204

**Average Length of Program**
81-84 Credits _____ Hours 4 Quarters

**Completion Award**
☐ A.A.S. Degree ☐ A.A. Degree
☒ Certificate ☐ Diploma

**Enrollment**
☒ Fall ☒ Winter ☒ Spring ☐ Summer
☐ Continuous ☐ Special

**Tests**
☐ WPCT ☐ GATB ☒ Other *

**Approximate Quarterly Cost** (subject to change without notice)

| | |
|---|---|
| Resident Tuition and Fees | $ 191 |
| Non-resident Tuition and Fees | $ 759 |
| Parking Fee | $ 5 |
| Books | $ |
| Lab Fees | $ 35 |
| Supplies and Equipment | $ 175 |

*Normal sight, depth perception and physical dexterity

## Program Description

Welding is a method of joining pieces of metal by applying heat and pressure, or both, with or without filler metal, to produce a permanent bond.

Welding is one of the most common and dependable means of joining metal parts. Many of the parts in automobiles, missiles and spacecraft, airplanes, household appliances and thousands of other products are joined by this process.

This program will prepare the student for employment in various phases of welding. Completion of the course will depend upon the ability of the student to qualify for acceptance by industry. Competency will be measured by tests accepted by most trades and industries.

PROGRAM GOALS: Students who successfully complete this program will possess:

1. Specific skills and related knowledge in oxy-acetylene welding and cutting, shielded metal arc welding, gas metallic arc welding, gas tungsten arc welding and mig welding
2. Individual initiative and responsibility as a craftsman
3. A working knowledge of blueprints and fabrication
4. Understanding of occupational safety habits

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## Career Opportunities

Employment of welders is expected to increase rapidly through the 1980's as a result of the favorable outlook for metalworking industries and the wider use of the welding process.

Many more welders will be needed for maintenance and repair work in the growing metalworking industries and in construction using welded steel structures. The number of welders in production work is expected to increase in plants manufacturing sheet metal products, boilers, storage tanks, ships and other structural metal products.



POTENTIAL POSITIONS INCLUDE: Boilermaker, Carpenter, Iron Worker, Millwright, Operating Engineer, Pipe Welder, Plumber, Sheetmetal, Shipfitter, Steamfitter, Welder Fitter, Welder Fitter Apprentice, Welder (all areas including service, maintenance & production)

WELDING TECHNOLOGY
Certificate - SCC

CONSULT ADVISER/COUNSELOR FOR PROGRAM PLANNING AND SELECTION OF ELECTIVES (?)

FRESHMAN YEAR

| Fall Quarter | Credits |
|---|---|
| WELD 11 Basic Concepts of Welding | 10 |
| WELD 12 Practical Applications | 9 |
| WELD 71 Blueprint Reading for Welders | 2 |
| | 21 |

| Winter Quarter | |
|---|---|
| WELD 21 Principles & Theory of Welding | 10 |
| WELD 22 Practical Applications | 9 |
| ? Elective | 1-2 |
| | 20-21 |

| Spring Quarter | |
|---|---|
| WELD 31 Advanced Principles & Theory of Welding | 10 |
| WELD 32 Practical Applications | 9 |
| ? Elective | 1-2 |
| | 20-21 |

| Summer Quarter | |
|---|---|
| WELD 41 Specialized Principles & Theory of Welding | 10 |
| WELD 42 Practical Applications | 9 |
| ? Elective | 1-2 |
| | 20-21 |

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AUTO BODY AND FENDER
A.A.S. DEGREE

SPOKANE AREA VOCATIONAL
SKILLS CENTER
1984-85 ACADEMIC YEAR SPOKANE COMMUNITY COLLEGE

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Students entering Spokane Community College from the Spokane Area Vocational Skills Auto Body Fender program will be placed on the Auto Body and Fender advanced standing waiting list for the fall quarter following high school graduation. Placement into the SCC program will be based on completed competencies from the Skills Center.

A) Application: December 1 of the year prior to admittance is the critical date for all Automotive students. Applications received after December 1 cannot be assured admission for the following fall quarter.

To be included:

1) Application.

2) High school transcript.

B) Program Requirements

The student must maintain grades of "C" or better in all Auto Body classes taken at the Skills Center.

C) Credit Transfer

1) Transfer of credit from the Skills Center to Spokane Community College is not binding on other institutions of higher education. Students are informed that these classes may/may not be accepted for advanced degrees.

2) Entry into SCC must be within one year after high school graduation. Exceptions must be approved by the appropriate instructional Assistant Dean and the Dean of Students.

3) Transcripts from SCC reflecting Skills Center classes will be available only after the student has completed a minimum of one quarter of the Auto Body and Fender program at the college.

4) Grades "D" or "F" are non-transferable to Spokane Community College. A "D" or "F" in any course will have to be repeated in order to receive credit for all of the courses taken that quarter.

For additional program information please see attached career planning guide as well as updated tuition/fee information.

7/27/84

# CAREER PLANNING GUIDE

COMMUNITY COLLEGES OF SPOKANE
SPOKANE, WASHINGTON

AUTO BODY AND FENDER

Campus: ☒ SCC ☐ SFCC

**Spokane Community College**
N1810 Greene Street
Spokane, Washington 99207

**Spokane Falls Community College**
W3410 Fort George Wright Drive
Spokane, Washington 99204

**Average Length of Program**
120-126 Credits _____ Hours 6 Quarters

**Completion Award**
☒ A.A.S. Degree ☐ A.A. Degree
☐ Certificate ☐ Diploma

**Enrollment**
☒ Fall ☒ Winter ☒ Spring ☐ Summer
☐ Continuous ☐ Special

**Tests**
☐ WPCT ☐ GATB ☐ Other_____

**Approximate Quarterly Cost** (subject to change without notice)

| | | |
|---|---|---|
| Resident Tuition and Fees | | $ 191 |
| Non-resident Tuition and Fees | | $ 759 |
| Parking Fee | | $ 5 |
| Books | 6 quarters | $ 30 |
| Lab Fees | | $ _____ |
| Supplies and Equipment | 6 quarters | $ 320 |

## Program Description

The Auto Body and Fender program teaches skills which include metalwork, glasswork, painting and welding. Instruction is primarily by demonstration and individual help in a shop situation where field conditions are simulated. Wire feed - acetylene and plastic welding, a study of basic hand tools and their use, basic metal straightening techniques, use of modern shop equipment and basic refinishing studies and procedures are included. The advanced portion of the course involves application of theory in metal straightening, body and panel alignment, frame and chassis repair, painting, major damage repair and miscellaneous body repairs.

A complete study is made of automobile refinishing, material damage estimating, insurance procedures and shop procedures.

PROGRAM GOALS: Students who successfully complete this program will be able to:

1. Understand the characteristics of metal and the principles of metal correction
2. Repair damaged bodies, frames, suspensions and sheet metal; remove and replace glass
3. Paint complete vehicles and spot damaged areas
4. Estimate damage costs
5. Understand automotive electrical principles and minor services
6. Weld (wire feed acetylene, and plastic)
7. Understand basic shop operation

## Career Opportunities

There is universal need for automobile body repairmen and employment opportunities are expected to increase moderately. Types of positions in which students have been placed include: Auto Body Combination, Automobile Sheetmetal, Automotive Painter, Body Shop Foreman/Owner, Sales, Collision Estimator, Detailer, Factory Representative, Frames, Glass, Insurance Adjuster, Industrial Painter, Jobber Salesperson, Painter's Helper

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Suggested Course of Study

AUTO BODY and FENDER
A.A.S. Degree - SCC

CONSULT ADVISER/COUNSELOR FOR PROGRAM PLANNING AND SELECTION OF ELECTIVES(?)

Students are accepted in sections on a space available basis. Sequential enrollment no required.

FRESHMAN YEAR

| ONE Quarter | | Credits |
|---|---|---|
| ABF | 11 Introduction to Auto Body Repair | 10 |
| ABF | 12 Shop Practice | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

| ONE Quarter | | |
|---|---|---|
| ABF | 21 Principles of Auto Body Refinishing | 10 |
| ABF | 22 Shop Practice | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

| ONE Quarter | | |
|---|---|---|
| ABF | 31 Minor Body Repair Techniques | 10 |
| ABF | 32 Shop Practice | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

REQUIRED RELATED CLASS:

| | | |
|---|---|---|
| ISFTY | 111 Industrial First Aid | 2 |

SOPHOMORE YEAR

| ONE Quarter | | Credit |
|---|---|---|
| ABF | 41 Advanced Auto Body Repair Techniques | 10 |
| ABF | 42 Practical Application | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

| ONE Quarter | | |
|---|---|---|
| ABF | 51 Advanced Painting & Refinishing | 10 |
| ABF | 52 Practical Application | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

| ONE Quarter | | |
|---|---|---|
| ABF | 61 Major Collision Repair Techniques | 10 |
| ABF | 62 Practical Application | 9 |
| ? | Elective | 1-2 |
| | | 20-21 |

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AUTOMOTIVE MECHANICS
A.A.S. DEGREE

SPOKANE AREA VOCATIONAL
SKILLS CENTER
SPOKANE COMMUNITY COLLEGE

1984-85 ACADEMIC YEAR

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Students entering Spokane Community College from the Spokane Area Vocational Skills Automotive program will be placed on the Automotive Mechanics advanced standing waiting list for the fall quarter following high school graduation. Placement into the SCC program will be based on completed competencies from the Skills Center.

A) Application: December 1 of the year prior to admittance is the critical date for all Automotive students. Applications received after December 1 cannot be assured admission for the following fall quarter.

To be included:

1) Application.

2) High school transcript.

B) Program Requirements

The student must maintain grades of "C" or better in all Automotive classes taken at the Skills Center.

C) Credit Transfer

1) Transfer of credit from the Skills Center to Spokane Community College is not binding on other institutions of higher education. Students are informed that these classes may/may not be accepted for advanced degrees.

2) Entry into SCC must be within one year after high school graduation. Exceptions must be approved by the appropriate instructional Assistant Dean and the Dean of Students.

3) Transcripts from SCC reflecting Skills Center classes will be available only after the student has completed a minimum of one quarter of the Automotive Mechanics program at the college.

4) Grades "D" or "F" are non-transferable to Spokane Community College. A "D" or "F" in any course will have to be repeated in order to receive credit for all of the courses taken that quarter.

For additional program information please see attached career planning guide as well as updated tuition/fee information.

7/10/84

# CAREER PLANNING GUIDE

COMMUNITY COLLEGES OF SPOKANE
SPOKANE, WASHINGTON

**AUTOMOTIVE MECHANICS**

Campus: ☒ SCC ☐ SFCC

**Spokane Community College**
N1810 Greene Street
Spokane, Washington 99207

**Spokane Falls Community College**
W3410 Fort George Wright Drive
Spokane, Washington 99204

**Average Length of Program**
122-124 Credits _____ Hours 6 Quarters

**Completion Award**
☒ A.A.S. Degree ☐ A.A. Degree
☐ Certificate ☐ Diploma

**Enrollment**
☒ Fall ☒ Winter ☒ Spring ☐ Summer
☐ Continuous ☐ Special

**Tests**
☐ WPCT ☐ GATB ☐ Other_____

**Approximate Quarterly Cost** (subject to change without notice)

| | | |
|---|---|---|
| Resident Tuition and Fees | | $ 191 |
| Non-resident Tuition and Fees | | $ 759 |
| Parking Fee | | $ 5 |
| Books | 3 quarters | $ 150 |
| Lab Fees * | 3 quarters | $ 30 |
| Supplies and Equipment | 6 quarters | $ 650 |

*Coverall rental

## Program Description

Automobile mechanics keep the nation's automobiles in good operating condition. They perform preventive maintenance, diagnose breakdowns and make repairs.

PROGRAM GOALS: Students who successfully complete this course will be able to:

1. Understand basic shop operation
2. Diagnose mechanical malfunctions and performance problems and make necessary repairs
3. Make decisions as to disposition of worn parts, whether they are to be replaced or reconditioned
4. Operate precision automotive diagnostic and repair equipment
5. Read and interpret repair manuals and factory specifications
6. Understand the importance of good public relations with customers, employer and fellow employees
7. Be cognizant of overhead and labor cost in relationship to profit
8. Work with minimum supervision for a journeyman mechanic
9. Skillfully use tools and equipment

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## Career Opportunities

Most automotive mechanics are employed by automobile dealers, independent automobile repair shops, gasoline service stations and fleets. Employment is expected to increase because of the expansion of the driving-age population, consumer purchasing power and multi-car ownership. Greater numbers of automobiles are equipped with exhaust emission control devices, electronic ignition, computerized fuel systems, diesel, air conditioning and other features requiring technical skills.



POTENTIAL POSITIONS INCLUDE: Automatic Transmissions, Automotive Machinist, Salesperson, Automotive Mechanic, Farm Equipment Mechanic, Front End Alignment Mechanic, Heavy Equipment Repair, Parts Department Clerk, Service Station Operator.

Suggested Course of Study

AUTOMOTIVE MECHANICS
A.A.S. Degree - SCC

CONSULT ADVISER/COUNSELOR FOR PROGRAM PLANNING AND SELECTION OF ELECTIVES (?)

Students are accepted in sections on a space available basis. Sequential enrollment r required.

FIRST YEAR

Auto I

| | | | Credits |
|---|---|---|---|
| AUTO | 11 | Fundamentals of Front Ends, Brakes & Automatic Transmissions | 10 |
| AUTO | 12 | Shop Practice | 9 |
| ? | | Elective | 1-2 |
| | | | 20-21 |

Auto II

| | | | |
|---|---|---|---|
| AUTO | 21 | Fundamentals of Engines & Power Train | 10 |
| AUTO | 22 | Shop Practice | 9 |
| ? | | Elective | 1-2 |
| | | | 20-21 |

Auto III

| | | | |
|---|---|---|---|
| AUTO | 31 | Fundamentals of Electrical Systems & Accessories | 10 |
| AUTO | 32 | Shop Practice | 9 |
| ISFTY | 111 | Industrial First Aid | 2 |
| | | | 21 |

SECOND YEAR

Auto IV

| | | | Cred |
|---|---|---|---|
| AUTO | 41 | Advanced Tuneup, Electrical Systems, Wheel Alignment & Balancing | 1 |
| AUTO | 42 | Practical Applications of Repair Procedures | |
| SPCH | 61 | Job Communication Skills | 2 |

Auto V

| | | | |
|---|---|---|---|
| AUTO | 51 | Advanced Engine, Machine Work & Air Conditioning Repair Techniques | 1( |
| AUTO | 52 | Practical Applications of Repair Procedures | 8 |
| GENAG | 57 | Arc Welding | 1 |
| GENAG | 58 | Oxy-Acetylene Welding | 1 |
| | | | 20 |

Auto VI

| | | | |
|---|---|---|---|
| AUTO | 61 | Advanced Automatic Transmissions, Power Train & Brake Techniques | 10 |
| AUTO | 62 | Practical Applications of Repair Procedures | 9 |
| ? | | Elective | 1-2 |
| | | | 20-21 |

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PRACTICAL NURSING
DIPLOMAS PROGRAM & A.A.S. DEGREE

SPOKANE AREA VOCATIONAL
SKILLS CENTER
SPOKANE COMMUNITY COLLEGE

1984-85 ACADEMIC YEAR

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Students entering Spokane Community College from the Spokane Area Vocational Skills Center Nurse Aide program will be placed on the Practical Nursing advanced standing waiting list for the following winter quarter. If Skills Center students have fulfilled all of the other program requirements, they must register as a Liberal Arts student for the fall quarter following high school graduation in order to take A & P 242 (Anatomy/Physiology) and some of the other required Liberal Arts courses. At the same time, applications for winter quarter Practical Nursing shall remain valid.

A) Application: December 1 of the year prior to admittance is the application date for all Practical Nursing students.

To be included:

1) Application.

2) High school transcript.

3) Achievement of a minimum of 60 percentile on the Counseling, Guidance and Placement exam (CGP). If the 60 percentile is not achieved, the student may enter the program through the Alternate Method. Students are encouraged to contact the Health Science counselor at SCC for a more thorough description of this alternative.

B) Program Requirements

1) High school graduate with 2.5 g.p.a.

2) One year high school chemistry.

3) One year high school algebra.

4) One year high school biology.

5) Challenge exams will also be taken before graduation from the Skills Center. Appointments for these exams will be made between the instructors of the two schools. Challenge exams are to be based on identified objectives for each course. The student must pass with a "C" or better grade in order to achieve advanced standing in the Practical Nursing program.

6) Pre-entrance physical examinations and immunization certifications are required by the first day of winter quarter for those Skills Center students entering the winter quarter practical Nursing program.

7) It is recommended that Skills Center students entering the Practical Nursing Program at SCC audit Fundamentals of Nursing the fall quarter after graduation from high school.

C) Credit Transfer

1) Transfer of credit from the Skills Center to Spokane Community College is not binding on other institutions of higher education. Students are informed that these classes may/may not be accepted for advanced degrees.

2) Entry into SCC must be within one year after high school graduation. If program entry is after one year, PN 101, Fundamentals of Nursing, must be repeated.

   a) A two-year time line will be allowed for college programs with waiting lists.

   b) A five-year time line will be allowed for a student who has entered military service immediately after high school.

3) Transcripts from SCC reflecting Skills Center Classes will be available only after the student has completed a minimum of one quarter of the Practical Nursing Program at the college.

4) Grades "D" or "F" are non-transferable to SCC. A "D" or "F" in any course will have to be repeated in order to receive credit for all of the courses taken that quarter.

For additional program information please see attached career planning guide, required physical examination and immunization forms as well as updated tuition/fee information.

7/10/84

STOKANE COMMUNITY COLLEGE

NURSING PROGRAM - SECOND YEAR

CURRICULUM PLAN

| FIFTH QUARTER | SIXTH QUARTER | SEVENTH QUARTER |
|---|---|---|
| MED/SURG/PSYCH - Nursing 201<br>13 Credits<br>Lecture 1 hours / Lab Exp. 14 hours / Seminar 2 hours | MED/SURG/OB - Nursing 202<br>13 Credits<br>Lecture 4 hours / Lab Exp. 14 hours / Seminar 2 hours | MED/SURG - Nursing 203<br>13 Credits<br>Lecture 4 hours / Lab Exp. 14 hours / Seminar 2 hours |
| SEMINAR - Nursing 210<br>1 Credit<br>Lecture 1 hour | SEMINAR - Nursing 211<br>1 Credit<br>Lecture 1 hour | SEMINAR - Nursing 212<br>1 Credit<br>Lecture 1 hour |
| CHEMISTRY - 120<br>5 Credits<br>Lecture 1 hours / Lab 4 hours | ELECTIVE<br>3 Credits | ENGLISH - 101<br>5 Credits<br>Lecture 5 hours |



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| | | | | | |
|---|---|---|---|---|---|
| | | | | | |
| Nursing 101 – [illegible]<br>8 Credits<br>Lecture 3 hours<br>Laboratory Exp. 10 hours | Nursing 102 – [illegible]<br>9 Credits<br>Lecture 4 hours<br>Laboratory Exp. 10 hours | Nursing 103*<br>(5 weeks)<br>6 Credits<br>Lecture 6 hours<br>Laboratory Exp. 12 hours | Nursing 104*<br>(6 weeks)<br>6 Credits<br>Lecture 6 hours<br>Laboratory Exp. 12 hours | Nursing 105*<br>(5 weeks)<br>6 Credits<br>Lecture 6 hours<br>Laboratory Exp. 12 hours | Nursing 106<br>(6 weeks)<br>6 Credits<br>Lecture 6 hours<br>Laboratory Exp. 12 hours |
| [illegible] Nursing 110<br>1 Credit<br>Lecture 1 hour | [illegible] – 111<br>1 Credit<br>Lecture 1 hour | [illegible] – 112<br>1 Credit<br>Lecture 1 hour | | [illegible] 113<br>1 Credit<br>Lecture 1 hour | |
| [illegible] – 202<br>5 Credits<br>Lecture 3 hours<br>Lab 4 hours | [illegible] – 203<br>5 Credits<br>Lecture 3 hours<br>Lab 4 hours | [illegible] – 201<br>5 Credits<br>Lecture 3 hours<br>Lab 4 hours | | [illegible]<br>3 Credits | |
| [illegible] – 101<br>5 Credits | [illegible] – 210<br>5 Credits | | | | |

*Nursing 101, 104 and 105 must be completed satisfactorily before taking Nursing 106 and may be taken in any order.
([illegible]: Students will enroll in 103 and 104 concurrently; 105 and 106 concurrently.)



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DENTAL ASSISTING TECHNOLOGY
DIPLOMA PROGRAM & A.A.S. DEGREE

SPOKANE AREA VOCATIONAL
SKILLS CENTER
SPOKANE COMMUNITY COLLEGE

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Students entering Spokane Community College from the Spokane Area Vocational Skills Center Dental Assisting program will be placed on the Dental Assisting advanced standing waiting list for the following winter quarter. If Skills Center students have fulfilled all of the other entrance requirements, they must register as a Liberal Arts student for the fall quarter following high school graduation in order to take Psychology 101 and other related Liberal Arts courses. It is expected that English 101 will be taken winter quarter. At the same time, those applications for winter quarter Dental Assisting shall remain valid.

A) Application: December 1 of the year prior to admittance is the application date for all Dental Assisting students.

To be included:

1) Application.

2) High school transcript.

3) Achievement of a minimum of 50 percentile on the Counseling, Guidance and Placement Exam (CGP). Arrangements for taking this examination at SCC's Counseling Department will be made through the program instructors.

B) Program Requirements

1) Certification that the student's typing skills are a minimum of 35 wpm.

2) One year of a high school laboratory science (with a grade of "C" or better) or college level Biology 101 which will be taken fall quarter prior to entering the winter quarter Dental Assisting program.

3) The student must maintain grades of "C" or better in all Dental Assisting classes taken at the Skills Center as well as those Liberal Arts classes chosen for fall quarter at the college.

If the student has not received at least a "C" in any of the high school program classes, a special petition to the SCC Health Science Division (through the Office of Admissions) must be made. This allows entry into class fall quarter in order to repeat the section.

4) Challenge exams will also be taken before graduation from the Skills Center. Appointments for these exams will be made between the instructors of the two schools. Challenge exams are to be based on identified objectives for each course. The student must pass with a "C" or better grade in order to achieve advanced standing in the Dental Assisting program

5) Pre-entrance physical examinations and immunization certifications are required by the first day of winter quarter for those Skills Center students entering the advanced standing Dental Assisting program.

C) Credit Transfer

1) Transfer of credit from the Skills Center to Spokane Community College is not binding on other institutions of higher education. Students are informed that these classes may/may not be accepted for advanced degrees.

2) Entry into SCC must be within one year after high school graduation. Exceptions must be approved by the appropriate instructional Assistant Dean and the Dean of Students.

   a) A two-year time line will be allowed for college programs with waiting lists.

   b) A five-year time line will be allowed for a student who has entered military service immediately after high school. However, a challenge exam will be required to determine the student's skill retention after this five-year period.

3) Transcripts from SCC reflecting Skills Center classes will be available only after the student has completed a minimum of one quarter of the Dental Assisting program at the college.

For additional program information please see attached career planning guide as well as current tuition/fee information.

7/10/84

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# CAREER PLANNING GUIDE

COMMUNITY COLLEGES OF SPOKANE
SPOKANE, WASHINGTON

DENTAL ASSISTING TECHNOLOGY

Campus: ☒ SCC ☐ SFCC

**Spokane Community College**
N1810 Greene Street
Spokane, Washington 99207

**Spokane Falls Community College**
W3410 Fort George Wright Drive
Spokane, Washington 99204

**Average Length of Program**
65-110 Credits ____ Hours 3-6 Quarters

**Completion Award**
☒ A.A.S. Degree ☐ A.A. Degree
☒ Certificate ☐ Diploma

**Enrollment**
☒ Fall ☐ Winter ☐ Spring ☐ Summer
☐ Continuous ☐ Special

**Tests**
☒ WPCT ☐ GATB ☒ Other See back page

**Approximate Quarterly Cost** (subject to change without notice)

| | | |
|---|---|---|
| Resident Tuition and Fees | | $ 191 |
| Non-resident Tuition and Fees | | $ 759 |
| Parking Fee | | $ 5 |
| Books | 2-6 quarters | $150-43 |
| Lab Fees | | $ ____ |
| Supplies and Equipment | | $ 200 |

Uniforms $85; Insurance $30; Certifying Exam $48: Misc $150

## Program Description

The Dental Assisting Program is designed to prepare men and women for the challenging and rewarding position of a chairside assistant and receptionist.

Students who successfully complete the program will be able to:

Chairside Area: Record patient medical and dental history, prepare treatment room for patients, prepare patient for treatment, chart pertinent patient information, assist the dentist in general and specialty treatment of patients, sterilize and disinfect dental instruments, expose, process and mount radiographs, teach patients correct method of brushing and flossing teeth, prepare various dental materials, perform expanded functions that are legal in the State of Washington, order and maintain dental supplies.

Reception Area: Appoint patients for various treatments, maintain a patient recall system, file and maintain patients and general office records, complete patient insurance forms, make financial arrangements with patients.

The program is accredited by the American Dental Association. Students who successfully complete the program are eligible to write the Dental Assisting National Board Examination for Certification.

## Career Opportunities

With increasing participation in dental prepayment plans and public programs such as Medicaid and Head Start, the demand for dental care is growing rapidly. Auxiliary workers are needed to assist dentists in handling the increased volume of patients.

Both full-time and part-time employment opportunities for dental assistants are excellent.

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Suggested Course of Study

DENTAL ASSISTING TECHNOLOGY
A.A.S. Degree, Certificate - SCC

CONSULT ADVISER/COUNSELOR FOR PROGRAM PLANNING AND SELECTION OF ELECTIVES (?)

ADMISSION REQUIREMENTS: (Prerequisites)

-One year high school laboratory science or BIOL 101 General Biology*
-Typing Skills: 35 words per minute, certified by reference or two years high school typing or SSCI 101 Typing/Keyboarding
-High School GPA: 2.5

* All science classes must be within the last five years and completed with a "C" grade or better

The student may complete requirements in Dental Assisting Technology and receive a certificate OR complete the professional requirements plus liberal arts requirements and receive an A.A.S. Degree.

The professional curriculum may be completed in a minimum of nine months (three consecutive quarters).

The student may enroll in liberal arts in combination with the professional curriculum or complete the liberal arts requirements either preceding or following the professional curriculum. If student enrolls in liberal arts the first year, they must make formal application to the Dental Assisting program during their first year.

For an Associate in Applied Science degree in Dental Assisting Technology, the student must complete 45 credit hours of courses numbered 100 and above in addition to the one-year professional curriculum. Upon completion of the professional curriculum the student receives a certificate and is eligible to write the national Certifying Examination for Dental Assistants for qualification as a Certified Dental Assistant.

PROFESSIONAL CURRICULUM*

| FRESHMAN YEAR | | Credits |
|---|---|---|
| **Fall Quarter** | | |
| DENT 111 | Intro/Dental Assisting | 5 |
| DENT 112 | Chairside Related Theory | 4 |
| DENT 114 | Intro/Dental Radiology | 3 |
| DENT 116 | Dental Restorative Techniques | 3 |
| DENT 118 | Dental Anatomy | 4 |
| ENG 101 | English Composition | 5 |
| | | 24 |
| **Winter Quarter** | | |
| DENT 121 | Intermediate Chairside Assisting | 6 |
| DENT 122 | Chairside Related Theory | 4 |
| DENT 12? | Adv. Dental Radiology | 2 |
| DENT 126 | Dental Restorative Techniques | 4 |
| DENT 129 | Chairside Clinical Exp. | 2 |
| PSYCH 101 | General Psychology | 5 |
| | | 23 |
| **Spring Quarter** | | |
| DENT 131 | Advanced Chairside Assisting | 6 |
| DENT 136 | Dental Restorative Techniques | 2 |
| DENT 138 | Office Management | 3 |
| DENT 139 | Chairside Clinical Exp. | 7 |
| | | 13 |

LIBERAL ARTS CURRICULUM (Optional)**

| | | Credits |
|---|---|---|
| BIOL 101 | General Biology | 5 |
| SOC 101 | Intro/Sociology | 5 |
| SPCH 101 | Intro/Speech | 5 |
| ? | Biological Science Electives | 10 |
| ? | Social Science Elective | 5 |
| ? | Humanities Elective | 5 |
| ? | General Electives | 10 |
| | | 45 |

October 30, 1984

Ed Hill
Vocational Director
Spokane Falls Community College
3410 Ft. Wright Drive
Spokane, WA

Dear Mr. Hill,

I believe it is in the best interests of students that they be given college credit for knowledge already obtained before reaching college level. I, of course, believe that the college should have the right to test or offer a challenge assignment to the student to verify his/her actual qualification.

If there are further questions and or opinions needed I would be happy to meet with you about the subject matter as it pertains to our industry.

Sincerely;

Lawton Printing, Inc.

Raymond W. Lawton

Raymond W. Lawton
President

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